



## University of Southern California Department of Public Safety Party Notification

The following section is to be completed by the HOST organization(s) and received by the USC Department of Public Safety least 5 days prior to expected date of the party.

DATE OF PARTY		
STARTING TIME		
ENDING TIME		
ADDRESS AT WHICH PARTY IS TO BE HELD		
EVENT CHAIRPERSON		
ALTERNATE #1		
ALTERNATE #2		
NUMBER OF INVITED GUEST		
ACOHOL SERVED? <i>Reminder, Do not serve alcohol to individuals under the age of 21</i>	YES	NO
PROFESSIONAL VENDORS	YES (If yes, complete the following)      NO	
	COMPANY NAME	
	COMPANY ADDRESS	
	PHONE NUMBER	
MUSIC	LIVE BAND      D.J.      OTHER	
IS PRIVATE SECURITY PROVIDED?	YES (If yes, complete the following)      NO	
	COMPANY NAME	
	COMPANY ADDRESS	
	PHONE NUMBER	
	# OF SECURITY OFFICERS?	
ADDITIONAL INFORMATION		
<b><i>"Trojans care for Trojans! Please note that this form does not relieve you of your responsibilities towards those who attend your party, or towards your neighbors."</i></b>		
FOR OFFICIAL USE ONLY		
To be completed by the Watch Commander who receives this form.		
Date & Time form was received: _____ Watch Commander: _____		