

Request for Proposal

For more information concerning Housing Summer Conference Services at University of Southern California, please fill out the form below and fax to (213) 764-1600. Or email RFP to Mjones@hrh.usc.edu

Date of request:

Name of Conference:

Conference Dates: Arrival Departure

Type of Group: Number of Participants:

Brief Description of Conference:

Accommodation Requirements:

Number of Rooms: Singles Doubles

Meal Requirements: First Meal B L D
Last Meal B L D

Additional Information: Please indicate frequency of meals per day

Facility Needs

Date(s)

Capacity

Equipment

Meeting Rooms:

Contact Name:

Address:

Telephone:

Fax:

Email:

Thank you for your interest in using our facilities at the University of Southern California.