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) 821-8378. Or email RFP to myrna.jones@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.