

## Request for Proposal

For more information concerning Housing Summer Conference Services at the University of Southern California, please fill out the form below and email to [summerco@usc.edu](mailto:summerco@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.