

# USC ALUMNI CENTER

*Events Come to Life at the USC Alumni Center*

**You've visited the fabulous USC Alumni Center**, you love the space and you want to host your next event with us — great! Here are some tips and information for getting started and to ensure your event at the USC Alumni Center runs smooth and easy!

## Reserving space at the USC Alumni Center

To reserve a room for your event, the **USC Alumni Center sales manager** will meet with you to discuss your event, review specific rental guidelines, and then complete a venue rental agreement. Once your signed agreement and deposit are received, Southern Way — our hospitality partner — will assign a **catering sales representative** to assist with your event.

## Are there resources to help plan events?

Yes! We all know that great events don't just happen, so your catering sales representative is your "go to" person! She will answer any questions you might have as well as guide you through each step of event planning — from the floor plan and menu selections, to the timeline and set-up.

## What happens next?

Once you decide the menu and event set-up, a proposal and floor plan will be sent to you for approval. If you need help securing other vendors such as a DJ or florist, these options and pricing will also be presented to you for approval.

## Today's the day! When should I arrive at the USC Alumni Center?

Refer to your copy of the venue rental agreement for your venue access times. The Southern Way team will already have your event set. Once you arrive you'll only need to be prepared to do any final decorating or attend to items that are specific to your event (such as name cards or registration and check-in). Before the event starts, you'll be introduced to your **event captain**, who works seamlessly with your catering sales representative throughout the event to carry out every last detail. You simply need to relax and enjoy!

## Are there any other important tips to know?

Just a couple: you'll need to provide your catering sales representative with all final event details and the minimum guarantee guest count 14 days prior to the event. Any final additions are required 72 business hours prior to your event. Also, please be mindful of the due date for the venue rental balance.

## Still have questions?

If you have venue rental questions, please call the USC Alumni Center Sales at 803.777.4111 or email [sales@mycarolina.org](mailto:sales@mycarolina.org). If you have preliminary catering questions, please call the Southern Way Catering office in the USC Alumni Center at 803.777.0511.



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