

Event Meeting Services
 Marshall Student Center
 MSC 4100
 Tampa FL 33620
 (813) 974-5002 / (813) 974-4180

Reservation

Customer	Reservation:	134335
Cheyenne Heflin iLead, Inspire, Network, Connect 4202 E. Fowler Ave. MSC 4100 ATTN: CLCE Tampa, FL 33620 USA	Event Name:	ILINC CRMHC Graduation Ceremony
	Status:	Confirmed
	Phone:	352-598-4600
	Email Address:	cheyenneheflin@usf.edu
	Event Type:	Ceremony
	Billing Reference:	INVOICE
	Event Coordinator:	Elizabeth Sorenson
	2nd Contact:	Caleb Beanblossom
	Phone:	850-358-3782
	Email Address:	beanblossomc@usf.edu

Bookings / Details

Thursday, December 12, 2024

5:00 PM - 8:00 PM ILINC CRMHC Graduation Ceremony (Confirmed) MSC 2100 Prefunction

Reserved: 4:00 PM - 9:00 PM

Custom setup for 1

Furnishings:

Chairs (MSC)	2		
6' Banquet Tables	1		
Table Skirts/Cloths (114x52) Rectangular <i>White Cloth/Black Skirt</i>	1	\$7.00	\$7.00

5:00 PM - 8:00 PM ILINC CRMHC Graduation Ceremony (Confirmed) MSC 2100A

Reserved: 4:00 PM - 9:00 PM

Theatre for 200

A/V Media:

Microphone (Wireless) <i>Wireless Handheld at podium on mini boom</i>	1		
Use LCD Projector <i>Client will provide presentation on a flash drive</i>	1		

Furnishings:

Chairs (MSC)	200		
Staging (30 in. high) <i>stage sections are 6X8 12 x 24</i>	6		
Stage Stairs w/ Handles	2		
6' Banquet Tables <i>F&B Tables</i>	2		

Miscellaneous:

Staging setup	1	\$40.00	\$40.00
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Notes:

SEE DIAGRAM

Bookings / Details

	Quantity	Price	Amount
USF Catering will provide F&B			
Personnel:			
4:00 PM - 9:00 PM Sound Tech			
A/V Sound Technician(5 hours @ \$18.00/hr)	1	\$90.00	\$90.00
<i>The number of Sound Technicians and hours may vary based on event needs, times, etc.</i>			
Subtotal			\$137.00
Grand Total			\$137.00

The Marshall Student Center reserves the right to cancel or change your reservation based on the decisions made by USF Leadership and the CDC guidelines for events.

Charges are estimates only, and subject to further additions or revisions once the event has concluded.

ALL CANCELLATIONS MUST BE MADE NO LESS THAN 72 HOURS PRIOR TO THE EVENT. Late cancellations may be subject to charges.

Non-USF entities must pay all charges in full a minimum of 72 hours prior to event.

Departments should provide a Chartfield a minimum of 72 hours prior to event. The MSC is not able to provide invoices or direct bill USF entities for events. Chartfields are the only form of payment accepted for Department Reservations.

Invoices for Student Organization events are sent 2-4 weeks after the event. Student Organizations must pay in full within 30 days of the invoice date. If you plan to use A&S Funds to pay for this reservation you must submit a request to Student Business Services at sg-rmdpurchase@usf.edu no less than ten (10) business days before the day of the event. The MSC cannot make this request on your behalf. For more information, please contact Student Business Services at 813-974-7100, or sg-rmdorghelp@usf.edu.

Non-USF entities AND Student Organizations are subject to Florida sales tax unless they provide proof of Florida Sales Tax Exemption (DR-14). Student Organizations are also tax exempt if the event is paid using A&S funding through Student Business Services. A&S funding ONLY exempts tax on charges that are directly paid for by USF, not for organizations' out-of-pocket expenses.