

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

Confirmation

Customer	Reservation:	133520
Steven Nguyen	Event Name:	Tết Banquet
Vietnamese Student Association	Status:	Tentative
CTR1164	Phone:	813-716-5741
4202 E. Fowler Avenue, MSC 4100 ATTN:	Email Address:	nguyens12@usf.edu
CLCE	Event Type:	Exhibition/Showcase
Tampa, FL 33620	Billing Reference:	INVOICE
USA	Event Coordinator:	Nysa Bryan
	2nd Contact:	Jocelyn Lam
	Phone:	407-371-7942
	Email Address:	jocelynlam@usf.edu

Bookings / Details	Quantity	Price	Amount
---------------------------	-----------------	--------------	---------------

Sunday, February 2, 2025

10:00 AM - 11:00 PM Tết Banquet (Tentative) MSC 2100 Prefunction

Custom setup for 1
 Description of Event:
 Check in area for ballroom event
 Furnishings:
 6' Banquet Tables 2
SEE DIAGRAM
 Chairs (MSC) 4
 Concave Display Sign 2

6:00 PM - 11:00 PM Tết Banquet (Tentative) MSC 2100ABC

Reserved: 10:00 AM - 11:00 PM
 Banquet Setup for 324
 Room Charge: 1 \$116.60 \$116.60
Ballroom rental charge
110+6 % tax
 A/V Media:
 HDMI Cable (Laptop to Projector) 1
Group will show pictures on screen A & C
Group will connect via hdmi to show PowerPoint
 Microphone (Wireless) 2
handheld mics
 Microphone (Wireless) 2 \$32.25 \$64.50
hand held
\$30+7.5%tax=\$32.25
 DI Box (Used for Instruments- guitars, keyboards) 2 \$26.88 \$53.76

Group will have performances; guitarists and singers

\$25 + 7.5% tax = \$26.88

Bookings / Details**Quantity****Price****Amount**

Microphone Stands	2		
Ballroom Truss Lighting (Single Color)	1	\$80.63	\$80.63
<i>-fun colored presets used during performances and open dance</i>			

 $\$75 + 7.5\% \text{ tax} = \80.63

Speaker Monitor (for singers and/or instruments)	2	\$19.35	\$38.70
$\$18 + 7.5\% \text{ tax} = \19.35			

AV Note	1		
<i>-Performers to bring their own cables to plug the guitars(1/4 cables)</i>			
<i>-Instruments present: electric guitars</i>			
<i>-PENDING DAY OF SHOW</i>			
<i>-TBD APPROX-6 SINGING AND 6 DANCE PERFORMANCES</i>			
<i>-Flash drive provided with music for dance performances</i>			

Spotify & Youtube	1		
<i>Group will use Spotify for playlist</i>			
<i>Group will use YouTube for playlist and videos</i>			

Speakers	2	\$19.35	\$38.70
<i>Ramsdell Speakers</i>			
$\$18 + 7.5\% \text{ tax} = \19.35			

Description of Event:

Têt Banquet is our annual banquet to Celebrate Lunar New Year

Furnishings:

5' Round Tables	35		
<i>SEE DIAGRAM</i>			
Chairs (MSC)	321		
<i>SEE DIAGRAM</i>			
<i>321- Setup rounds & at rectangular banquet tables</i>			
6' Banquet Tables	11		
<i>SEE DIAGRAM</i>			
<i>Setup 9 tables in back for food/drinks.</i>			
<i>2- in corner of ballroom a&b, black table cloths and skirt</i>			
Stage Stairs w/ Handles	2		
Staging (30 in. high)	16		
<i>16 pieces</i>			
<i>stage sections are 6X8, skirt stage. Set up stage in A, 24x32</i>			
<i>Please set up 30 inches away from the wall.</i>			
Extra Trash Cans	4		
Pipe/Drape	15		
<i>Setup black pipe & drape on the stage and wings on either side of stage, see diagram</i>			
Pipe/Drape	4		
<i>Setup 2 set of pipe and drape -- Black drape</i>			
<i>1-Set up 1 set in the rear of the room</i>			
<i>1-Set up 1 set in the right corner of ballroom A</i>			
<i>SEE DIAGRAM</i>			
Table Cloth- Round (85x85) Black	35	\$5.37	\$187.95
<i>BLACK</i>			

 $\$5 + 7.5\% \text{ tax} = \5.37

Stools	3		
<i>Bar Stools on stage</i>			

Miscellaneous:

Staging setup	1	\$68.80	\$68.80
---------------	---	---------	---------

Bookings / Details

Quantity

Price

Amount

\$64 + 7.5% tax = \$68.80

Notes:

No cash exchange allowed on day of event.

NOTE STUDENT ORGANIZATION:

-Last day to change table cloth order: 1.21.2025 AT 12PM, NOON

-Last Day to make Changes to the diagram: 1.24.2025

-Day of Show(timeline of events): need by 1.24.2025

-Food Release Form: need by 1.29.2025

-Last day to make Audio/Visual changes: 1/27.2025,AT 12PM, NOON

-Please have the music play list/presentations that will be used during the event, ready for handoff to the technician before the event begins.

-If you will be using Google slides/ sharable presentation link, feel free to send it with your Day of Show if available. (If it is not available, please have the file ready to share with the technician on the day of the event).

One person from org allowed to sit with technicians at booth to advise on music, light preferences etc.

Performers will need to bring own cables for instruments.

*No glitter or confetti

*No candles/flames/ food burners/ hot plate

*Balloons must be weighted at all times

*Blue painters tape must be used for any thing hung on walls.

*No tents

*No fog machines/dry ice

*No smoking/vaping

If you have any questions or need assistance on the day of your event, your main point of contact will be the Building Manager. You can contact them by calling the MSC info desk at (813) 974-3180.

Personnel:

10:00 AM - 11:30 PM Sound Tech

A/V Sound Technician(13.5 hours @ \$18.00/hr)

1

\$243.00

\$243.00

The number of Sound Technicians and hours may vary based on event needs, times, etc.

A/V Sound Technician(13.5 hours @ \$18.00/hr)

1

\$243.00

\$243.00

The number of Sound Technicians and hours may vary based on event needs, times, etc.

Personnel:

2:00 PM - 11:30 PM Lighting Tech

A/V Lighting Technician(9.5 hours @ \$18.00/hr)

1

\$171.00

\$171.00

The number of Lighting Technicians and hours may vary based on event needs, times, etc.

Points of Clarification:

Serving Food in the MSC

1

If you plan on serving food at your event/meeting, a food release form must be submitted at least three business days prior to your event/meeting to your MSC Event Planner. Food will not be permitted without submitting this form. Please visit the Forms and Documents page on our website to find this form. Once your form is approved you will receive an updated confirmation stating you are approved to serve food.

Subtotal

\$1,306.64

Grand Total

\$1,306.64

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.

Bookings / Details**Quantity****Price****Amount**

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 (SBS) for review via their BullsConnect Survey no less than ten (10) business days before the day of the event. The MSC cannot submit this request on your behalf. For more information, please contact SBS 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.