

Res Start	Evt Start	Evt End	Res End	Location / Event	Setup / Event Type	Customer	Status	EC	Res ID Book ID
Wednesday, April 3, 2024									
7:00 AM	7:00 AM	3:00 PM	3:00 PM	MSC OS Crsnt Hill Patio	Custom setup (1)	Event and Meeting Services	Confirmed		126313
				BULL MARKET SPRING 2024	Other	Jacqueline Farley 813-974-4359 Mariah Mihm 1234			439187
7:00 AM	9:00 AM	2:00 PM	3:00 PM	MSC OS MLK StageFount	Custom setup (1)	Event and Meeting Services	Confirmed		126313
				BULL MARKET SPRING 2024	Other	Jacqueline Farley 813-974-4359 Mariah Mihm 1234			439185
				Furnishings					
				10 6' Banquet Outdoor Tables					
				20 Chairs (outdoor-GREEN)					
7:00 AM	9:00 AM	2:00 PM	3:00 PM	MSC OS MSC Bulls Patio	Custom setup (1)	Event and Meeting Services	Confirmed		126313
				BULL MARKET SPRING 2024	Other	Jacqueline Farley 813-974-4359 Mariah Mihm 1234			439212
				Notes					
				will be used for Bullsmedia					
7:00 AM	7:00 AM	3:00 PM	3:00 PM	MSC OS MSC N Fire Lane	Custom setup (1)	Event and Meeting Services	Confirmed		126313
				BULL MARKET SPRING 2024	Other	Jacqueline Farley 813-974-4359 Mariah Mihm 1234			439189

Res Start	Evt Start	Evt End	Res End	Location / Event	Setup / Event Type	Customer	Status	EC	Res ID Book ID
Wednesday, April 3, 2024									
7:00 AM	9:00 AM	2:00 PM	3:00 PM	MSC OS MSC Plaza	Custom setup (1)	Event and Meeting Services	Confirmed		126313
				BULL MARKET SPRING 2024	Other	Jacqueline Farley 813-974-4359 Mariah Mihm 1234			439190
				A/V Media					
				8 Guard Dogs	See BullMarket Staff for Placement				
					For Bulls Media and Food Vendors				
				1 System 1 (Speaker and Mic OR Aux. Plug-in)					
				Furnishings					
				58 6' Banquet Outdoor Tables					
				114 Chairs (outdoor-GREEN)					
				9 Chairs (outdoor-GREEN)					
				4 Stanchions					
				Personnel - Sound Tech from 7:00 AM to 3:00 PM					
				1 A/V Sound Technician	The number of Sound Technicians and hours may vary based on event needs, times, etc.				
7:00 AM	7:00 AM	3:00 PM	3:00 PM	MSC OS North Entrance	Custom setup (1)	Event and Meeting Services	Confirmed		126313
				BULL MARKET SPRING 2024	Other	Jacqueline Farley 813-974-4359 Mariah Mihm 1234			439186
8:00 AM	8:00 AM	1:00 PM	1:00 PM	MSC Showcase Table M	Stock (3)	Lifelong Learners of USF	Confirmed	CK	128555
				tabling	Other	Kevin Lipton 954-588-4557 Angela Miller 941-350-1316			445517
				Description of Event					
				tabling					
				Furnishings					
				1 6' Banquet Tables	place out table and chairs instead of showcase table				
				3 Chairs (MSC)					
				1 Easel					

Res Start	Evt Start	Evt End	Res End	Location / Event	Setup / Event Type	Customer	Status	EC	Res ID Book ID
Wednesday, April 3, 2024									
8:30 AM	10:00 AM	2:30 PM	3:00 PM	MSC 2100 Prefunction	Custom setup (200)	Student Government	Confirmed	SK	129491
				SG Pre-Law Fair	Other	Ana Medeiros 813-220-3850 Gary Manka 974-2402		*	448118
Furnishings									
1 6' Banquet Tables									
Place between AB. SG to provide a tablecloth for this table.									
2 Chairs (MSC)									

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Wednesday, April 3, 2024									
8:30 AM	10:00 AM	2:30 PM	3:00 PM	MSC 2100AB	Custom setup (200)	Student Government	Confirmed	SK	129491
				SG Pre-Law Fair	Other	Ana Medeiros 813-220-3850 Gary Manka 974-2402		*	448119
				A/V Media					
				1	Static Slide	SG will provide Powerpoint Slides on a flash drive.			
				1	Background Music	Please play Spotify music in background - Pop music with no words			
				1	Microphone (Wireless)	Wireless hand held microphone for announcements			
				Furnishings					
				1	Close AirWall between A and B				
				15	6' Banquet Tables	SEE DIAGRAM			
						12 tables in Ballroom A for tabling fair			
						3 tables in Ballroom B for food/beverage			
				10	5' Round Tables	SEE DIAGRAM			
						Place in Ballroom B			
				104	Chairs (MSC)	SEE DIAGRAM			
						2 chairs at each table in Ballroom A			
						8 chairs at each round table in Ballroom B			
				2	Table Cloth- Black Floor Length	For tables in Ballroom A. These will be extra incase someone does not bring a tablecloth for their table.			
				10	Table Cloth- Round (85x85) White				
				3	Table Skirts/Cloths (114x52) Rectangular	Black Cloth / Black Skirt			
						Ballroom B food/beverage tables			
				Notes					

Res Start	Evt Start	Evt End	Res End	Location / Event	Setup / Event Type	Customer	Status	EC	Res ID Book ID
Wednesday, April 3, 2024									
				Tabling Fair in Ballroom A. Once tabling is done, all participants will walk through the AirWall doors into Ballroom B for lunch.					
				Food Approved - Publix, Subs, Popcorn Chicken and desserts					
				Any changes to color or quantity of tablecloths must be emailed to Sarah no later than Tuesday, March 26th at Noon. Once our order is placed, we are not able to make changes or remove charges.					
				8:30am SG arrives for Set Up					
				9:30am Exhibitors begin arriving					
				10:00am Event begins					
				Once tabling portion is done in Ballroom A, all guests will go through airwall doors into Ballroom B					
				2:30pm Event ends, clean up begins					
				3:00pm All clean up completed					
				Exhibitors may use carts from the Information Desk to load in items. Exhibitors must leave an ID at the Information Desk to use a cart.					
				Personnel - Sound Tech from 8:30 AM to 3:00 PM					
				1 A/V Sound Technician					
				The number of Sound Technicians and hours may vary based on event needs, times, etc.					

Res Start	Evt Start	Evt End	Res End	Location / Event	Setup / Event Type	Customer	Status	EC	Res ID Book ID
Wednesday, April 3, 2024									
10:00 AM	11:00 AM	2:00 PM	3:00 PM	MSC 2709	Custom setup (50)	Center for Victim Advocacy & Violence Prevention	Tentative	DH	129150
				RAIN SITE - Sexual Assault Awareness Month Launch	Other	Jacqueline Simmons 4-9904			454063
A/V Media									
1 HDMI Cable (Laptop to Projector)									
If your laptop requires an adaptor to connect to HDMI, you will need to provide this.									
Furnishings									
14 6' Banquet Tables									
SEE DIAGRAM									
2 5' Round Tables									
51 Chairs (MSC)									
Notes									
Food Approved (Publix)									
Décor/Cleanup:									
*No Glitter or Confetti									
*No Candles/Flames/Burners									
*Balloons must be weighted at all times									
*Blue painters' tape must be used for anything hung on walls									
**If there is excessive cleanup needed by the MSC Team following the event, cleanup charges will apply.									
Tabling, crafts (fabric markers), etc.									
* client is approved to place A-Frames out to direct people to the event. These cannot block the walkways, entrances, stairs, elevators, and other reserved events.									

Res Start	Evt Start	Evt End	Res End	Location / Event	Setup / Event Type	Customer	Status	EC	Res ID Book ID
Wednesday, April 3, 2024									
10:00 AM	11:00 AM	2:00 PM	3:00 PM	MSC OS MSC AMP	Stock (100)	Center for Victim Advocacy & Violence Prevention Jacqueline Simmons 4-9904	Confirmed	DH	129150
				Sexual Assault Awareness Month Launch	Other				447108
				Furnishings					
				12 6' Banquet Outdoor Tables SEE DIAGRAM					
				8 6' School Outdoor Tables					
				4 5' Outdoor Rounds					
				69 Chairs (outdoor-white)					
				Notes					
				Food Approved (Publix)					
				Décor/Cleanup: *No Glitter or Confetti *No Candles/Flames/Burners *Balloons must be weighted at all times *Blue painters' tape must be used for anything hung on walls **If there is excessive cleanup needed by the MSC Team following the event, cleanup charges will apply.					
				Tabling, crafts (fabric markers), etc.					
				* client is approved to place A-Frames out to direct people to the event. These cannot block the walkways, entrances, stairs, elevators, and other reserved events.					
				Points of Clarification					
				1 Rain Site - Department					
				2709 has been reserved as a rain site. Please contact the Building Manager at 813-422-4651 by 8am to let them know if you will be continuing with your event outdoors or moving to your rain site. Once a location has been set it cannot be changed. If your rain call is not made in time we may not be able to accommodate all of the furnishings, equipment, etc requested. Note, you will be charged for the rental of both venues for the event.					
11:00 AM	11:00 AM	2:00 PM	2:00 PM	MSC Showcase Table E	Stock (2)	Center for Victim Advocacy & Violence Prevention Jacqueline Simmons 4-9904	Confirmed	DH	129150
				Sexual Assault Awareness Month Launch	Other			*	454074
				Notes					
				* Advertising for event. Set showcase table in corner by 813 Eats Store					

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Wednesday, April 3, 2024									
1:30 PM	1:30 PM	12:00 AM	12:00 AM	► MSC Showcase Table M	Stock (2)	Center for Student Involvement	Confirmed	DH	130842
				USF Week Display Case	Other	Kaylee Ayres 813-974-9837			453757
Notes Held for display case being placed in front of clock tower. Tabling at clock tower to be set to right of clock tower.									
2:00 PM	2:00 PM	3:00 PM	3:00 PM	MSC 2706	Stock (6)	Center for Student Involvement	Confirmed	DH	130261
				Campus Activities Board Special Events Meeting	Meeting	Abbe Mitchell 813-974-1001 Hannah Sutherland 813-974-5015			450035
A/V Media 1 HDMI Cable (Laptop to Projector) If your laptop requires an adaptor to connect to HDMI, you will need to provide this.									
Points of Clarification 1 Serving Food in the MSC 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.									
2:00 PM	2:00 PM	3:00 PM	3:00 PM	MSC 4200	Stock (1)	Event and Meeting Services	Confirmed		129236
				MSC Production Meeting	Meeting	Elizabeth Sorenson 4-5450			447403
2:00 PM	2:30 PM	4:30 PM	5:00 PM	MSC 3700	Stock (20)	Faculty Senate Office	Confirmed	DH	126146
				Faculty Senate Executive Committee	Meeting	Tara Centeno 813-974-2889			438276
A/V Media 1 Microphone (Podium) SNL please stop by around 2:10pm to check on client. 1 In-Room Computer w/ Keyboard Group will be using Microsoft Teams									

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Wednesday, April 3, 2024									
2:30 PM	3:00 PM	4:00 PM	4:30 PM	MSC 2708	Custom setup (92)	Small Business Owners at USF	Confirmed	NB	130632
				SBO Talks	Seminar/Symposium/Workshop	Desiree Saldivar 5405329056 Nicholas De La Torre 813-787-3285			452979
A/V Media									
1 HDMI Cable (Laptop to Projector)									
If your laptop requires an adaptor to connect to HDMI, you will need to provide this.									
1 Microphone (Wireless)									
lapel mic									
(clip on mic)									
Description of Event									
Speaker giving a talk on business and personal branding.									
Q&A after									
Furnishings									
5 6' Banquet Tables									
see diagram									
1 Podium									
see diagram									
92 Chairs (plaza room)									
see diagram									
4 Concave Display Sign									
place inside room									
group will place concaves in atrium or conference wing leading to the room									
Notes									
NOTE TO STUDENT ORGANIZATION									
-Last Day to make Changes to the diagram: 03.27.2024									
-If you choose to serve food, Food Release Form: need by 04.01.2024									
*No glitter or confetti									
*No candles/flames/burners									
*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.									
* FOOD APPROVED- PUBLIX									

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Wednesday, April 3, 2024									
4:00 PM	4:00 PM	6:00 PM	6:00 PM	MSC 4200	Stock (50)	Event and Meeting Services	Confirmed	DH	130847
				MSC Root Session	Meeting	Patrick Burke 5074			453763
4:15 PM	4:15 PM	5:30 PM	5:30 PM	MSC 3707	Theatre (50)	Chinese Culture and Language Club	Confirmed	CK	130352
				Shadows GBM #6: History of Ping Pong	Meeting	Jun Jie Zheng 352-888-0315 Mandy Jiang (904) 515-7386			450730
				A/V Media 1 HDMI Cable (Laptop to Projector) If your laptop requires an adaptor to connect to HDMI, you will need to provide this. 1 Microphone (Wireless)					
				Description of Event playing ping pong and bad mitten					
				Furnishings 5 6' Banquet Tables 56 Chairs (MSC) 1 Podium					
				Notes food approved- tsaoaa					
				Points of Clarification 1 Serving Food in the MSC 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.					

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Wednesday, April 3, 2024									
4:30 PM	5:00 PM	7:00 PM	7:30 PM	MSC OS MSC AMP	Custom setup (40)	Illusion Thrift	Confirmed	CK	130714
				Thrift Swap	Other	Ashley Herbert 9044844584		*	453245
Description of Event									
Bringing clothes to swap, no selling of items will take place.									
free to attend									
Furnishings									
3 5' Outdoor Rounds									
Points of Clarification									
1 Serving Food in the MSC									
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1 No Rain Site - Organization									
Please note, there is no Rain Site for this event. Please contact the Building Manager (813-422-4651) at TIME on the day of your event to let them know if you will be continuing with your event outdoors or cancelling. We can push back set up time slightly (about 45 minutes). If the weather has not cleared at this time or the ground is wet, we will not set our equipment. The MSC has the right to adjust or limit your setup or not set equipment due to the weather conditions. If you cancel your event, you will still be charged for all of the staffing costs. Equipment charges apply if set.									

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Wednesday, April 3, 2024									
5:00 PM	5:00 PM	6:45 PM	6:45 PM	MSC 2703	Classroom (30)	Advertising Club at USF	Confirmed	DH	128842
				Ad Club	Meeting (Recurring)	Nicole Ledee 813-465-0077 Ariadne Angelos 321-313-6582			446305
A/V Media									
1 HDMI Cable (Laptop to Projector)									
If your laptop requires an adaptor to connect to HDMI, you will need to provide this.									
Description of Event									
Weekly Ad Club meetings									
Furnishings									
1 Portable Whiteboards									
1 Podium									
Points of Clarification									
1 Serving Food in the MSC									
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.									
5:00 PM	5:00 PM	6:45 PM	6:45 PM	MSC 2709	Theatre (150)	Caribbean Cultural Exchange	Confirmed	DH	128429
				CCE Weekly GBM	Meeting	Lori-Ann Nelson 969-578-8096 Stephanie Morel 561-346-2727			445066
A/V Media									
1 HDMI Cable (Laptop to Projector)									
If your laptop requires an adaptor to connect to HDMI, you will need to provide this.									
Furnishings									
2 6' Banquet Tables									
1 Podium									
Points of Clarification									
1 Serving Food in the MSC									
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.									

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Wednesday, April 3, 2024									
5:00 PM	5:00 PM	10:30 PM	10:30 PM	MSC 2100 Prefunction	Custom setup (1)	Center for Student Involvement	Confirmed	ES	126286
				FSL Awards	Other	Nathan Sese 813-974-1001		*	438967
						Hailey Ragan 8139745014			
				Furnishings					
				2 6' Banquet Tables					
				Place outside Ballroom BC for Check In					
				FSL to provide tablecloths for these					
				4 Chairs (MSC)					
				Notes					
				Please lock the doors to Ballroom A and Ballroom C					
				Guests will enter only through Ballroom B					

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Wednesday, April 3, 2024									
5:00 PM	6:30 PM	9:30 PM	10:30 PM	MSC 2100ABC	Custom setup (300)	Center for Student Involvement	Confirmed	ES	126286
				FSL Awards	Other	Nathan Sese 813-974-1001 Hailey Ragan 8139745014		*	438968
A/V Media									
				1 Microphone (Wireless)	Wireless hand held microphone on mini boom on podium				
				1 Background Music	Spotify - Today's Hits Clean				
				1 Presentation	Client will provide PPT Slides/photos/videos on a flash drive with a Day of Show. Client will provide their own clicker.				
				6 LED Uplights	Uplight Color TBA - SEE DIAGRAM May need to adjust placement on day of event - please confirm with client when they arrive to see if they would like any of the lights moved.				
Furnishings									
				6 Staging (30 in. high)	12 x 24 Stage				
				2 Stage Stairs w/ Handles					
				7 Pipe/Drape	White Pipe and Drape across the back of the Stage (24 ft.) White Pipe and Drape on the right side of the Stage (10 ft.) - May need MSC hooks to hang banner/backdrop on this section.				
				1 Podium - Acrylic	Acrylic Podium				
				12 6' Banquet Tables	2 Tables on the Stage for Awards - FSL to provide tablecloths for these 10 Tables in the back of Ballroom C and along airwalls in BC for Catering				
				39 5' Round Tables					
				313 Chairs (MSC)	8 Chairs per Table 1 chair for low top table by Ballroom B entrance				
				19 Table Cloth- Round (85x85) Black	For Dining Tables - SEE DIAGRAM				
				20 Table Cloth- Round (85x85) White	For Dining Tables - SEE DIAGRAM				
				1 30" Tables (High or Low Top)	Low Top Table inside Ballroom B Doors				
				1 30" Tables (High or Low Top)	High Top table near Photo Booth in Ballroom C for props				

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Wednesday, April 3, 2024									
				1 Riser (12 in. high)	SEE DIAGRAM - Place on the left side of the stage Riser sections are 4X8				
				Miscellaneous					
				1 Staging setup	Small Stage Set Up				
				1 Staging setup	Riser Set Up				
				Notes					
				*	5:00pm Ballroom Set and ready for Client Set Up 6:30pm Check In Begins, Ballroom Doors Open 7:15pm Presentation Begins 9:30pm Event Ends 10:30pm Clean Up Ends				
					Aramark to provide Catering FSL to provide linens for Awards Tables and Registration Table FSL to provide Banner for PhotoBooth Backdrop. May need MSC hooks. FSL to provide large marquee letters for the left of the stage.				
					360 Photo Booth vendor will be setting up in the back of Ballroom C.				
					Day of Show sent to David, Patrick and SNL email account on 4/2/24				
				Personnel - Sound Tech from 4:00 PM to 10:30 PM					
				1 A/V Sound Technician	The number of Sound Technicians and hours may vary based on event needs, times, etc.				

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Wednesday, April 3, 2024									
5:00 PM	5:00 PM	6:45 PM	6:45 PM	MSC 2702	U-Shape (20)	Club de Español	Confirmed	DH	128811
				Weekly Charla	Meeting (Recurring)	Thomas Kay 732-672-5254 Sarah Alvarez 631-806-6377			446126
A/V Media									
1 HDMI Cable (Laptop to Projector)									
If your laptop requires an adaptor to connect to HDMI, you will need to provide this.									
Description of Event									
Weekly Charla - Each week, our club will meet and converse in Spanish, sharing knowledge about Spanish language and culture. Each week will have a different theme.									
Points of Clarification									
1 Serving Food in the MSC									
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.									
5:00 PM	5:00 PM	6:45 PM	6:45 PM	MSC 2705	Conference (15)	Crochet Club	Confirmed	DH	129523
				Crochet Club Meeting	Meeting (Recurring)	Gabriela Feliciano 904-305-1750 Daniela Abaquita 727-793-4465			448215
A/V Media									
1 HDMI Cable (Laptop to Projector)									
If your laptop requires an adaptor to connect to HDMI, you will need to provide this.									
Description of Event									
Crochet Club E-board Meeting									
Points of Clarification									
1 Serving Food in the MSC									
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Wednesday, April 3, 2024									
5:00 PM	5:00 PM	6:45 PM	6:45 PM	MSC 2706	Conference (29)	John Quincy Adams Society	Confirmed	CK	129120
				JQAS Meeting	Meeting	Caroline Pope 941-773-8630 Cooper Oblow 813-892-8721			447057
A/V Media									
1 HDMI Cable (Laptop to Projector)									
If your laptop requires an adaptor to connect to HDMI, you will need to provide this.									
Points of Clarification									
1 Serving Food in the MSC									
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.									
5:00 PM	5:00 PM	6:45 PM	6:45 PM	MSC 2707	Theatre (55)	Pre-Anesthesiologist Assistant Association	Confirmed	CK	128808
				Pre-Anesthesiologist Assistant Association	Meeting	Anna Nayder 941-586-8680 Nitya Thakkar 863-521-6765			446108
A/V Media									
1 HDMI Cable (Laptop to Projector)									
If your laptop requires an adaptor to connect to HDMI, you will need to provide this.									
Description of Event									
Pre-Anesthesiologist Assistant Association GBM									
Furnishings									
1 Podium									
2 6' Banquet Tables									
Notes									
food approved - publix									
Points of Clarification									
1 Serving Food in the MSC									
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.									

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Wednesday, April 3, 2024									
5:00 PM	6:30 PM	9:00 PM	10:00 PM	MSC OS Crsnt Hill Patio	Custom setup (106)	Students Organize for Syria	Confirmed	NB	130072
				iftar night	Other	Aleeya Badat 813-451-5015 Hadi quefatieh 813-928-5849			449529
A/V Media									
				2 Flood Lights - 360 Lights place to light the area					
				1 System 2 (1+ Mics, Speakers, Mixer, Aux. Plug-in) mic speaker aux					
				1 Microphone (Wireless) wireless hand held					
Description of Event									
				iftar night					
Furnishings									
				13 5' Outdoor Rounds see diagram					
				92 Chairs (outdoor-GREEN) see diagram					
				4 6' Banquet Outdoor Tables see diagram					
				12 Chairs (outdoor-white)					
Notes									
				FOOD APPROVED- Radiant Kitchens, Publix, Naz's Halal NOTE TO STUDENT ORGANIZATION					
				-Last day to change diagram:03.27.2024 -Last Day to make Changes to Sound & Light needs: 03.25.24 at 12pm					
				*No glitter or confetti *No candles/flames/burners *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 - Sound Tech from 4:30 PM to 10:30 PM									

◀ ▶ Indicates event starts on previous day or ends on next day

Res Start	Evt Start	Evt End	Res End	Location / Event	Setup / Event Type	Customer	Status	EC	Res ID Book ID
Wednesday, April 3, 2024									
				1 A/V Sound Technician	The number of Sound Technicians and hours may vary based on event needs, times, etc.				
				Points of Clarification					
				1 No Rain Site - Organization	Please note, there is no Rain Site for this event. Please contact the Building Manager (813-422-4651) at 3p on the day of your event to let them know if you will be continuing with your event outdoors or cancelling. We can push back set up time slightly (about 45 minutes). If the weather has no cleared at this time or the ground is wet, we will not set our equipment. The MSC has the right to adjust or limit your setup or not set equipment due to the weather conditions. If you cancel your event, you will still be charged for all of the staffing costs. Equipment charges apply if set.				
5:30 PM	5:30 PM	7:15 PM	7:15 PM	MSC 3711	Theatre (25)	Bhakti Yoga Society	Confirmed	DH	128775
				Bhakti Yoga Society	Meeting (Recurring)	Lovesh Kumar 813-290-1680 Nitya Nunna 813-381-2842			446048
				A/V Media					
				1 HDMI Cable (Laptop to Projector)	If your laptop requires an adaptor to connect to HDMI, you will need to provide this.				
				Description of Event					
				Bhakti Yoga Society					
				Furnishings					
				1 Podium					
				2 6' Banquet Tables					
				Points of Clarification					
				1 Serving Food in the MSC	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.				

Res Start	Evt Start	Evt End	Res End	Location / Event	Setup / Event Type	Customer	Status	EC	Res ID Book ID
Wednesday, April 3, 2024									
5:30 PM	5:30 PM	7:15 PM	7:15 PM	MSC 3712	Hollow Square (20)	BullFighters of Florida	Confirmed	CK	129632
				BullFighters of Florida (BUFF) Meeting	Meeting	Julia Haley Hoover 352-616-8557 Emalee Ott 910-709-5534			448607
				A/V Media					
				1 HDMI Cable (Laptop to Projector)					
				If your laptop requires an adaptor to connect to HDMI, you will need to provide this.					
				Description of Event					
				BullFighters of Florida self-defense/martial arts meeting.					
				Notes					
				food approved - publix, sams club					
				Points of Clarification					
				1 Serving Food in the MSC					
				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.					
5:30 PM	5:30 PM	7:15 PM	7:15 PM	MSC 3713	Theatre (25)	Florida Engineering Society	Confirmed	DH	128931
				FES GBM	Meeting (Recurring)	Aleyda Matamoros 813-507-7647 Tran Nguyen 813-893-8496			446542
				A/V Media					
				1 HDMI Cable (Laptop to Projector)					
				If your laptop requires an adaptor to connect to HDMI, you will need to provide this.					
				Furnishings					
				1 Podium					
				1 6' School Tables					
				Points of Clarification					
				1 Serving Food in the MSC					
				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.					

Res Start	Evt Start	Evt End	Res End	Location / Event	Setup / Event Type	Customer	Status	EC	Res ID Book ID
Wednesday, April 3, 2024									
5:30 PM	5:30 PM	7:15 PM	7:15 PM	MSC 3701	Conference (10)	Lambda Theta Phi	Confirmed	SK	129712
				Chapter	Meeting (Recurring)	Elvis Rodriguez 8638731136 Uriel Cerrro 8138567133			448822
A/V Media									
1 HDMI Cable (Laptop to Projector)									
If your laptop requires an adaptor to connect to HDMI, you will need to provide this.									
Description of Event									
Chapter Meeting									
Points of Clarification									
1 Serving Food in the MSC									
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.									
5:30 PM	5:30 PM	7:15 PM	7:15 PM	MSC 3708	U-Shape (10)	Marine Biology at USF	Confirmed	CK	129393
				Marine Biology Club at USF meeting	Meeting (Recurring)	Grace Hartshorn 4845352621 Ashley Miller 863-583-2986			447924
A/V Media									
1 HDMI Cable (Laptop to Projector)									
If your laptop requires an adaptor to connect to HDMI, you will need to provide this.									
Furnishings									
1 Podium									
Points of Clarification									
1 Serving Food in the MSC									
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.									

Res Start	Evt Start	Evt End	Res End	Location / Event	Setup / Event Type	Customer	Status	EC	Res ID Book ID
Wednesday, April 3, 2024									
5:30 PM	5:30 PM	7:15 PM	7:15 PM	MSC 3705	Theatre (50)	National Society of Black Engineers	Confirmed	CK	128604
				NSBE General Body Meetings	Meeting (Recurring)	Tirenioluwa Famoroti 832-713-0345 Jonathan Pearson 646-319-9914			445633
A/V Media									
1 HDMI Cable (Laptop to Projector)									
If your laptop requires an adaptor to connect to HDMI, you will need to provide this.									
Description of Event									
NSBE General Body Meetings designed for the professional development of our members									
Furnishings									
1 Portable Whiteboards									
Placed next to the podium at the front of the room.									
1 Podium									
2 6' Banquet Tables									
Points of Clarification									
1 Serving Food in the MSC									
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.									
5:30 PM	5:30 PM	7:15 PM	7:15 PM	MSC 3709	Theatre (50)	Pre-Law Society at USF	Confirmed	CK	128830
				Recurring Meetings	Meeting (Recurring)	Preston Kifer 727-798-3135 Joseph Ambrosino 863-800-4601?			446224
A/V Media									
1 HDMI Cable (Laptop to Projector)									
If your laptop requires an adaptor to connect to HDMI, you will need to provide this.									
Furnishings									
2 6' Banquet Tables									
1 Podium									
Points of Clarification									
1 Serving Food in the MSC									
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.									

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Res Start	Evt Start	Evt End	Res End	Location / Event	Setup / Event Type	Customer	Status	EC	Res ID Book ID
Wednesday, April 3, 2024									
5:30 PM	5:30 PM	7:15 PM	7:15 PM	MSC 3704	Theatre (24)	The Network of Enlightened Women	Confirmed	NB	128531
				End-of-Semester Celebration	Other	Darien Barrera 7273013751 Anna Boettger 813-361-3248			445437
A/V Media									
1 HDMI Cable (Laptop to Projector)									
If your laptop requires an adaptor to connect to HDMI, you will need to provide this.									
Description of Event									
End-of-semester celebration									
Furnishings									
1 Podium									
1 6' Banquet Tables									
Notes									
FOOD APPROVED -PUBLIX									
7:00 PM	7:00 PM	8:45 PM	8:45 PM	MSC 2709	Theatre (30)	Alpha Omega	Confirmed	SK	130377
				Faith Talk	Meeting (Recurring)	Deanna Gene 954-498-5230 Ifeolu Obateru 954-945-4416			452083
A/V Media									
1 HDMI Cable (Laptop to Projector)									
If your laptop requires an adaptor to connect to HDMI, you will need to provide this.									
Description of Event									
Worship, lesson, and game									
Furnishings									
1 Podium									
2 6' Banquet Tables									
Points of Clarification									
1 Serving Food in the MSC									
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.									

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Res Start	Evt Start	Evt End	Res End	Location / Event	Setup / Event Type	Customer	Status	EC	Res ID Book ID
Wednesday, April 3, 2024									
7:00 PM	7:00 PM	8:45 PM	8:45 PM	MSC 2702	U-Shape (20)	Brazilian Student Association (BRASA)	Confirmed	CK	128631
				BRASA at USF Weekly Meeting	Meeting	Miguel DallOsbel Centenaro 813-613-2580 Luisa de Mello 656-200-8373			445743
A/V Media									
1 HDMI Cable (Laptop to Projector)									
If your laptop requires an adaptor to connect to HDMI, you will need to provide this.									
Furnishings									
1 Podium									
Points of Clarification									
1 Serving Food in the MSC									
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.									
7:00 PM	7:00 PM	8:45 PM	8:45 PM	MSC 2705	Conference (10)	Friends of Internationals	Confirmed	DH	129598
				FOI Bible Study	Meeting (Recurring)	Aaron Omar Ramthun 8137242393 Bethelhem Tadesse 4699226208			448497
A/V Media									
1 HDMI Cable (Laptop to Projector)									
If your laptop requires an adaptor to connect to HDMI, you will need to provide this.									
Description of Event									
The event part of the Friends of Internationals organization and it is going to be a conference-style discussion.									
Points of Clarification									
1 Serving Food in the MSC									
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.									

Res Start	Evt Start	Evt End	Res End	Location / Event	Setup / Event Type	Customer	Status	EC	Res ID Book ID
Wednesday, April 3, 2024									
7:00 PM	7:00 PM	8:45 PM	8:45 PM	MSC 2703	Classroom (30)	Phi Chi Theta	Confirmed	SK	128735
				Professional Deveopment Meetings	Meeting (Recurring)	Justin Kwitchoff 7032584092 Claudia De Jesus 9548219957			445940
				A/V Media					
				1 HDMI Cable (Laptop to Projector)					
				If your laptop requires an adaptor to connect to HDMI, you will need to provide this.					
				Furnishings					
				1 Podium					
				Points of Clarification					
				1 Serving Food in the MSC					
				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.					
7:00 PM	7:00 PM	8:45 PM	8:45 PM	MSC 2707	Theatre (40)	Ratio Christi	Confirmed	CK	128383
				Ratio Christi Weekly Meeting	Meeting (Recurring)	Angela Maddali 717-602-6487 Cole Johnson 813-500-2344			444910
				A/V Media					
				1 HDMI Cable (Laptop to Projector)					
				If your laptop requires an adaptor to connect to HDMI, you will need to provide this.					
				Furnishings					
				2 6' Banquet Tables					
				1 Podium					
				Points of Clarification					
				1 Serving Food in the MSC					
				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.					

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Wednesday, April 3, 2024									
7:00 PM	9:00 PM	11:00 PM	11:30 PM	MSC 3707	Custom setup (60)	Sigma Lambda Gamma	Confirmed	ES	128934
				Gamma Week Event	Other	Nordiz Fuentes 813-325-5535 Leilani Cruz 352-426-5658			446565
A/V Media									
1 HDMI Cable (Laptop to Projector)									
If your laptop requires an adaptor to connect to HDMI, you will need to provide this.									
Description of Event									
Sigma Lambda Gamma's founder's week on campus event.									
Furnishings									
6 6' Banquet Tables									
SEE DIAGRAM									
1 table outside the room for check in									
3 tables in the back of the room for tabling									
2 tables in front of countertops for food									
17 Chairs (MSC)									
SEE DIAGRAM									
6 30" Tables (High or Low Top)									
SEE DIAGRAM - High Top Tables									
Notes									
Food Approved - Papa Johns Pizza									
Group will bring their own DJ and will ensure music is at a respectful level.									
If you decide you will need MSC sound equipment, an MSC Sound Tech will be required for this reservation. Please email Sarah no later than Monday March 25th to let me know if you will need to add this to your reservation.									
*No glitter or confetti									
*No candles/flames/burners									
*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.									
Points of Clarification									

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Res Start	Evt Start	Evt End	Res End	Location / Event	Setup / Event Type	Customer	Status	EC	Res ID Book ID
Wednesday, April 3, 2024									
				1 Outside Vendor - DJ					
				Client to provide their own DJ. DJ to provide all sound equipment including speakers, mixer, microphones, power cords, etc. The MSC will not be providing any sound equipment.					
				Event Volume in the Marshall Student Center is determined on the room size and shall not exceed/ peak 95 dB (*Levels will be monitored and determined by Marshall Student Center Staff). If other events are happening in the building, this level may need to be reduced to limit disruption of other events.					
				Failure to abide by noise regulations could result in early event termination or future event restrictions					
7:00 PM	7:00 PM	8:45 PM	8:45 PM	MSC 2706	Conference (29)	Student Filmmakers Society	Confirmed	NB	129407
				Student Filmmakers Society Meeting	Meeting (Recurring)	Jayden Campbell 813-659-7096 Alexander Randall 813-493-8318			447953
				A/V Media					
				1 HDMI Cable (Laptop to Projector)					
				If your laptop requires an adaptor to connect to HDMI, you will need to provide this.					
				Points of Clarification					
				1 Serving Food in the MSC					
				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.					
7:30 PM	7:30 PM	9:15 PM	9:15 PM	MSC 3712	Hollow Square (20)	Bull's Dabke	Confirmed	DH	129597
				Bible Study	Meeting (Recurring)	Claire Fosburgh 321-315-0960 Samir Messahel 813-323-0290			448481
				A/V Media					
				1 HDMI Cable (Laptop to Projector)					
				If your laptop requires an adaptor to connect to HDMI, you will need to provide this.					
				Description of Event					
				A small Bible Study					
				Points of Clarification					
				1 Serving Food in the MSC					
				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.					

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Wednesday, April 3, 2024									
7:30 PM	7:30 PM	9:15 PM	9:15 PM	MSC 3705	Theatre (55)	First Amendment Forum	Confirmed	DH	128412
				Discussion Night	Reception	Tyler Tone 9414059169 Matthew Boutot 3152899818			444994
A/V Media									
1 HDMI Cable (Laptop to Projector)									
If your laptop requires an adaptor to connect to HDMI, you will need to provide this.									
Furnishings									
2 6' Banquet Tables									
1 Podium									
Points of Clarification									
1 Serving Food in the MSC									
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.									
7:30 PM	7:30 PM	9:15 PM	9:15 PM	MSC 3711	Theatre (50)	Minorities in Medicine	Confirmed	CK	128512
				Minorities in Medicine Socials	Other	Julio Blanco 917-808-9103 Sofia Osuna 651-600-6869			445410
A/V Media									
1 HDMI Cable (Laptop to Projector)									
If your laptop requires an adaptor to connect to HDMI, you will need to provide this.									
Description of Event									
Socials									
Furnishings									
1 Podium									
2 6' Banquet Tables									
Points of Clarification									
1 Serving Food in the MSC									
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.									

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Wednesday, April 3, 2024									
7:30 PM	7:30 PM	9:15 PM	9:15 PM	MSC 3708	Theatre (40)	Orthopedics & Athletic Medicine Club at USF	Confirmed	CK	128489
				Orthopedics & Athletic Medicine Club at USF General Body Meeting	Meeting	Cody Logan 813-625-1373 Ivianeth Borges-Rosado 787-384-9382			445275
				A/V Media					
				1 HDMI Cable (Laptop to Projector)					
				If your laptop requires an adaptor to connect to HDMI, you will need to provide this.					
				Furnishings					
				1 Podium					
				Points of Clarification					
				1 Serving Food in the MSC					
				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.					
7:30 PM	7:30 PM	9:15 PM	9:15 PM	MSC 3704	Theatre (40)	Pre-Dental Society at USF	Confirmed	CK	129203
				Dental Presentation	Seminar/Symposium/Workshop	Joelynn Jung 469-463-4138 Adam Fabrikant 561-777-6757			447289
				A/V Media					
				1 HDMI Cable (Laptop to Projector)					
				If your laptop requires an adaptor to connect to HDMI, you will need to provide this.					
				Description of Event					
				The purpose of these events are to give pre-dental students an overview of different dental schools and provide information on the application process					
				Furnishings					
				1 Podium					
				1 6' Banquet Tables					
				Points of Clarification					
				1 Serving Food in the MSC					
				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.					

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Wednesday, April 3, 2024									
7:30 PM	7:30 PM	9:15 PM	9:15 PM	MSC 3713	Theatre (15)	Society of Religion, Bioethics, and Medicine	Confirmed	NB	129625
				Meeting of the Society of Religion, Bioethics, and Medicine	Meeting (Recurring)	Neel Gupta 941-539-3236 Mariam Wahba 727-648-8406			448577
A/V Media									
1 HDMI Cable (Laptop to Projector)									
If your laptop requires an adaptor to connect to HDMI, you will need to provide this.									
Description of Event									
Our events consist of a slideshow presentation with an interactive discussion component, or an oral presentation by a guest speaker. We also serve food at our events.									
Furnishings									
1 Podium									
1 6' School Tables									
Points of Clarification									
1 Serving Food in the MSC									
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.									
7:30 PM	7:30 PM	9:15 PM	9:15 PM	MSC 3709	Theatre (40)	Trans+ Student Union	Confirmed	NB	128382
				TSU Weekly Meetings	Meeting (Recurring)	Andy Pham (813)532-6798 Estelle Long 941-779-7450			444896
A/V Media									
1 HDMI Cable (Laptop to Projector)									
If your laptop requires an adaptor to connect to HDMI, you will need to provide this.									
Description of Event									
Trans+ Student Union's Weekly recurring meetings!									
Furnishings									
2 6' Banquet Tables									
1 Podium									
Points of Clarification									
1 Serving Food in the MSC									
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.									

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Wednesday, April 3, 2024									
7:30 PM	7:30 PM	9:15 PM	9:15 PM	MSC 3701	Conference (15)	Water of Life Bible Study Club	Confirmed	NB	128889
				Bible study meeting	Meeting (Recurring)	Dan Pham 310-736-8552 Samantha Lebrun 407-319-3536			446443
A/V Media									
1 HDMI Cable (Laptop to Projector)									
If your laptop requires an adaptor to connect to HDMI, you will need to provide this.									
Points of Clarification									
1 Serving Food in the MSC									
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.									
7:45 PM	8:00 PM	9:15 PM	9:30 PM	MSC 2708	Theatre (60)	Freshman Connection	Confirmed	CK	128391
				Freshman Night	Meeting (Recurring)	Hannah Yoder 941-504-9615 Allyson Pham 480-648-6213		*	444926
A/V Media									
1 HDMI Cable (Laptop to Projector)									
If your laptop requires an adaptor to connect to HDMI, you will need to provide this.									
1 Microphone (Wireless)									
handheld									
Description of Event									
Biweekly gathering for freshmen students to get connected at USF. Need 60 chairs, two long tables									
Furnishings									
1 Podium									
2 6' Banquet Tables									
70 Chairs (plaza room)									
Points of Clarification									
1 Serving Food in the MSC									
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.									

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Res Start	Evt Start	Evt End	Res End	Location / Event	Setup / Event Type	Customer	Status	EC	Res ID Book ID
Wednesday, April 3, 2024									
9:00 PM	9:00 PM	10:45 PM	10:45 PM	MSC 2703	Classroom (30)	Golden Bulls Dance	Confirmed	CK	130525
				Golden Bulls Dance Practice	Meeting	Ainara Munoz-Odriozola 8134280961 Ava Bussey 3213052182			452797
A/V Media									
1 HDMI Cable (Laptop to Projector)									
If your laptop requires an adaptor to connect to HDMI, you will need to provide this.									
Furnishings									
1 Podium									
Points of Clarification									
1 Serving Food in the MSC									
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.									

◀ ▶ Indicates event starts on previous day or ends on next day