

Planning an Event in the MSC

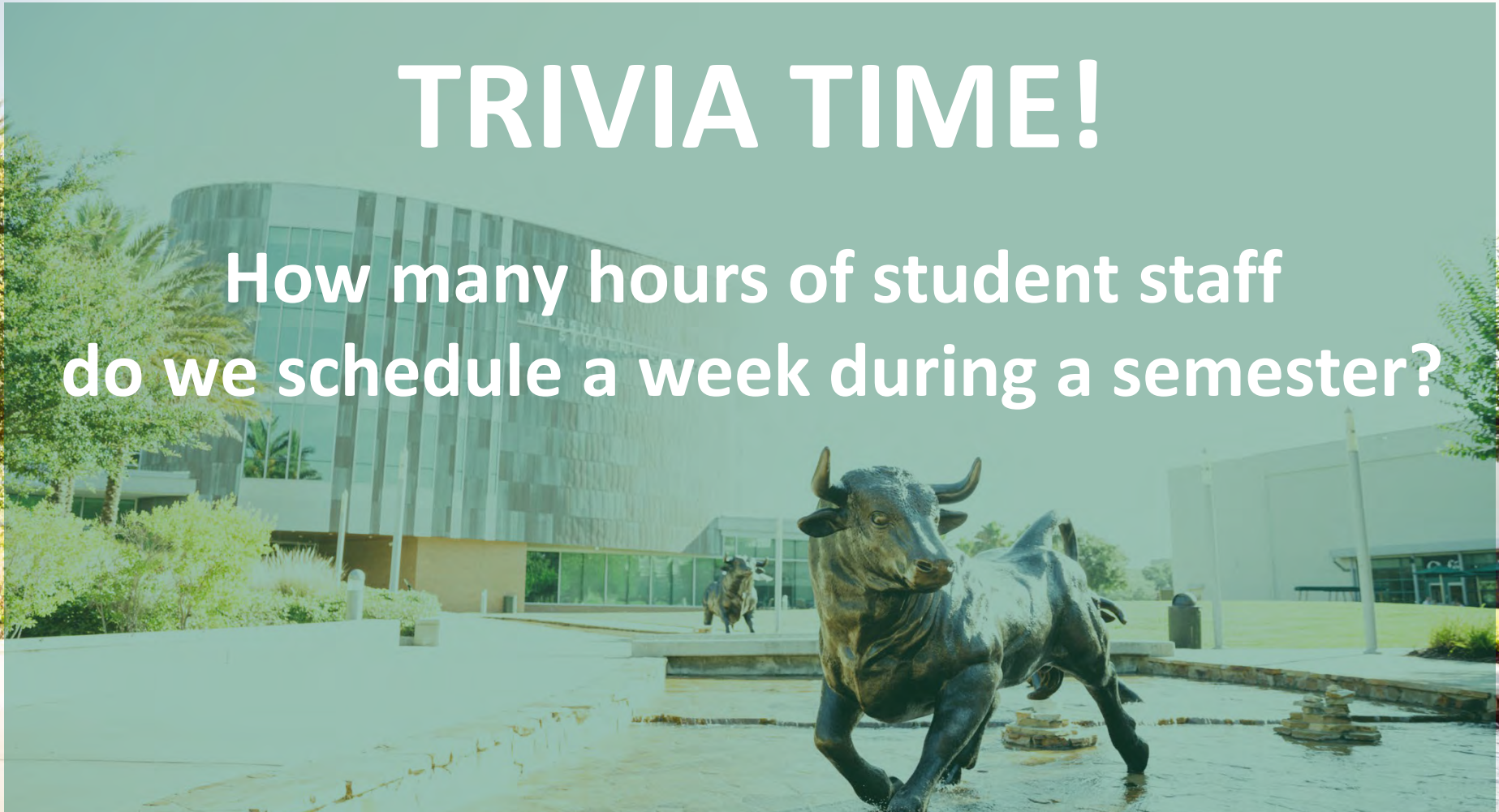
Thank you for joining us!
Our presentation will begin shortly.

Check out the MSC website [here](#).



TRIVIA TIME!

How many hours of student staff
do we schedule a week during a semester?



**The MSC schedules roughly 1300
hours of student staff a week!
On some weeks we can schedule up
to 1600 hours!**



MEET OUR TEAM!

MSC Event & Meeting Services Planning Team

Contact us at:

[MSC Event & Meeting
Services Team](#)

SA-EMS@usf.edu



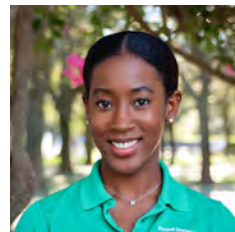
Elizabeth Sorenson



Monique Brown



Darci Hyppolite



Nysa Bryan



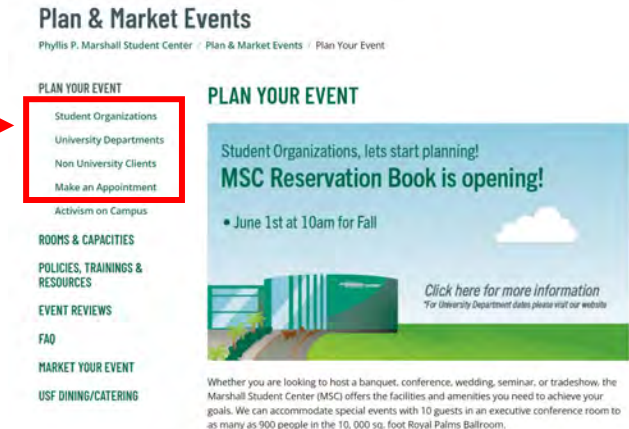
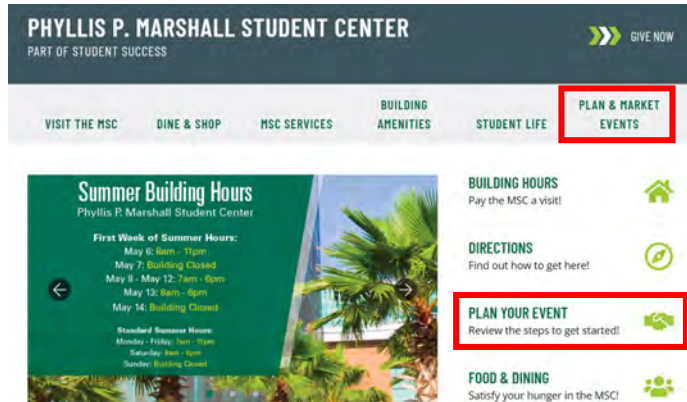
Catherine King

Where can I find information about making reservations and planning events at the MSC?

WWW.USF.EDU/MSC

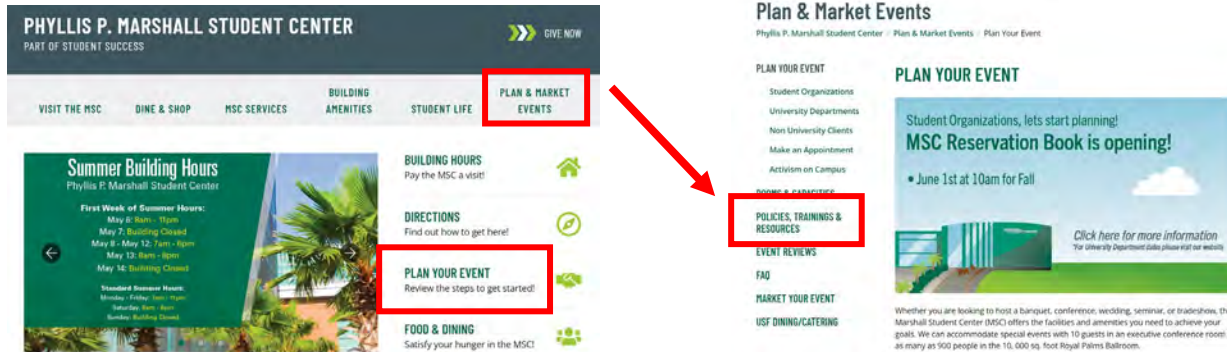
Our MSC Website has lots of resources for you to review! Here, you can find specific web pages for Student Organizations, University Departments, and Non-University Clients with resources, training presentations, and documents to assist with the reservation and event planning process at the MSC.

If you have any questions, you can always reach out to SA-EMS@usf.edu or email your MSC Event Planner directly!



MSC Reservation System Training Presentations

Links to our Training Presentations can be found on the “Policies, Trainings and Resources” Page on our [MSC Website](#).



PART 1 TRAINING:

Getting Started – Steps to Take Before Making a Reservation

Learn how to complete and submit your MSC Accountable Officer Form and Web User ID Request.

PART 2 TRAINING:

Making a Reservation in Virtual EMS

Review MSC Policies regarding reservation deadlines and requirements. View a step by step guide on how to make reservations in Virtual EMS, our online reservation system.

PART 3 TRAINING:

Planning an Event at the MSC

Learn about what to keep in mind when planning events at the MSC, what the MSC has to offer, and what you should have prepared when you meet with your MSC Event Planner.

MSC ROOMS AND CAPACITIES

To view our Rooms and Capacities to see which rooms are the best fit for your event, please visit our “Rooms and Capacities” page on our MSC Website under the “Plan and Market Events” Tab.

[VISIT THE MSC](#)[DINE & SHOP](#)[MSC SERVICES](#)[BUILDING
AMENITIES](#)[STUDENT LIFE](#)[PLAN & MARKET
EVENTS](#)

Plan & Market Events

Phyllis P. Marshall Student Center / [Plan & Market Events](#) / [Rooms & Capacities](#)

[PLAN YOUR EVENT](#)[ROOMS & CAPACITIES](#)[POLICIES, TRAININGS &
RESOURCES](#)[EVENT REVIEWS](#)[FAQ](#)[MARKET YOUR EVENT](#)[USF DINING/CATERING](#)

ROOMS & CAPACITIES

Whether you are looking to host a banquet, conference, wedding, seminar, or tradeshow, the Marshall Student Center (MSC) offers the facilities and amenities you need to achieve your goals. We can accommodate special events with 10 guests in an executive conference room to as many as 900 people in the 10,000 sq. foot Royal Palms Ballroom.

[Compare all room capacities](#) to determine which rooms will fit your needs. Then click on the images below to learn about specific room capacities, features and set-ups.

For a map of our Reservable Outdoor Spaces, click [here](#). For information on Rain Site options and considerations for your Outdoor Event, click [here](#).

For additional questions, please call the Events & Meeting Services office to speak with your [event representative](#) at (813) 974-5213.



ROYAL PALM
BALLROOMS A & B



ROYAL PALM
BALLROOMS A & B C



ROYAL PALM
BALLROOMS B & C

MSC EVENT POLICIES AND GUIDELINES

To review our Policies and Guidelines, please view our “Policies and Guidelines” document on our MSC Website under the “Policies, Trainings & Resources” Tab.

[VISIT THE MSC](#)[DINE & SHOP](#)[MSC SERVICES](#)[BUILDING
AMENITIES](#)[STUDENT LIFE](#)[PLAN & MARKET
EVENTS](#)

Plan & Market Events

Phyllis P. Marshall Student Center / Plan & Market Events / Policies, Trainings & Resources

[PLAN YOUR EVENT](#)[ROOMS & CAPACITIES](#)[POLICIES, TRAININGS &
RESOURCES](#)[EVENT REVIEWS](#)[FAQ](#)[MARKET YOUR EVENT](#)[USF DINING/CATERING](#)

POLICIES, TRAININGS & RESOURCES

POLICIES & PRICING

- [MSC Policies and Guidelines](#)
- [Rooms, AV, & Rentals Pricing](#)

TRAINING PRESENTATIONS

- [Part 1 : Getting Started - Steps to Take Before Making a Reservation](#)
- [Part 2 : Making a Reservation in EMS](#)

FORMS, DOCUMENTS & RESOURCES

- [Food Release Form](#)
- [Caterer's Application](#) - Please email your MSC Event Planner for this form.
- [After 5:00pm Meeting Room Timeblock Schedule](#)
- [How to Read Your Reservation Confirmation](#)
- [Atrium Tabling Information](#)
- [MSC Outdoor Spaces Map](#)
- [MSC Outdoor Spaces and Rain Site Information](#)
- [Sample Day of Show](#)
- [Fillable Day of Show Template](#)
- [Oval Theater Green Room Rules](#)
- [How to use Air Media](#)
- [Showing a Movie in the MSC](#)

UNIVERSITY DEPARTMENTS : HOW TO REQUEST SPACE AT THE MSC

- We prefer that University Departments reach out to their MSC Event Planner via email to check availability and request reservations at the MSC. If you would also like access to our online reservation system to view availability, please discuss this with your MSC Event Planner.
- When emailing your MSC Event Planner to check availability and request space, please include the following information:
 - Name of your Event
 - Description of the event and any activities that will take place.
 - Preferred Date(s) – Please include multiple dates; this will allow us to check multiple options if your first choice is not available.
 - Start and End time of the Event
 - What time you would like access to the room to begin your set up, and how long you will need for clean up
 - Preferred set up type (Round tables, theater, classroom, tabling fair, etc.)
 - Number of guests you are expecting
 - Who is the main point of contact for the event?
 - Who will be attending the event? (USF Students, USF Staff, Non-USF guests, etc.)

UNIVERSITY DEPARTMENTS :

WHEN SHOULD I SUBMIT MY RESERVATION REQUEST?

- Our reservation book opens three times a year, for each semester. Please email your requests to your MSC Event Planner on the dates listed below.
 - June 15th for the Fall Semester
 - October 15th for the Spring Semester
 - March 15th for the Summer Semester
- Large, Signature Events can be requested up to 1 year in advance by completing an “Early Booking Request” through your MSC Event Planner. These are approved on a case-by-case basis.

Deadlines for Events Requested After the Book Opens:

- Events taking place in the Ballroom, Oval Theater, Outdoor Spaces, 2708, 2709 & 3707 should be requested at least 3 weeks in advance.
- Small events/meetings taking place in all other conference rooms should be requested at least 2 weeks in advance.
- Requests for rooms with a stock set up (3700, 3701, 3702, 3712, 2702, 2705, 2706) must be requested at least 1 week in advance.
- Reservations requested after these deadlines may not be able to be accommodated due to staff scheduling and MSC Event Planner availability.

Things to know about reserving space as a University Department

- When requesting space as a University Department, you are requesting space for an event that your Department is planning, executing, and paying for.
- All University Department reservations must be paid for via Chartfield. We are not able to accept any other forms of payment.
- If you are collaborating with another University Department, please be sure to let your MSC Event Planner know in your initial request.
- Collaborations with Non-USF Organizations may be considered “University Sponsored Events” and fall into a different pricing structure. When working with a Non-USF Organization, your Department will still be the main point of contact responsible for all communication and planning with the MSC. We are not able to accept changes or requests from the outside organization. University Sponsored Events must also be paid through Chartfield.
 - If the outside organization will be the main point of contact, responsible for the planning of the event, and paying for the event, they are able to reserve the space as a Non-USF client through Elizabeth Sorenson (esorenson@usf.edu).
- University Departments are not able to reserve spaces for Student Organizations.
- Student Organizations are not able to reserve spaces for University Departments.
- If you are collaborating with a Student Organization, whoever will be in charge of the planning, executing, final decisions, and payment for the event will need to make the reservation. If the Student Organization makes the reservation, all communication will need to come from them and we will not be able to accept changes or requests from the Department.

RESERVATION CONFIRMATION EMAILS



Each time you make a reservation at the MSC, you will receive an emailed reservation confirmation.



It is crucial that you review and confirm that these details on your reservation are correct.



If you have any questions about how to read your confirmation you can find a document explaining this on the “Policies, Trainings and Resources” Page on our [MSC Website](#).



To make changes to your confirmation, please email your MSC Event Planner.

Event Statuses

Your Reservation Event Status can be found on the top right section of your Reservation Confirmation under the Event Name.

Needs Event Review: This means you must meet with your MSC Event Planner to discuss the details of your event. Your Event Review must take place at least 2 weeks before the event or you risk your event being cancelled.

Tentative: This means your MSC Event Planner still needs some details from you to finalize your reservation. This could be your final guest count, Day of Show, Food Release Form, etc.

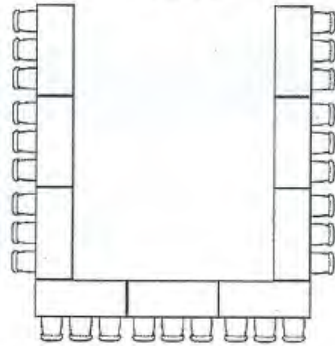
Confirmed: This means all details have been confirmed. Any changes to your event after it has been confirmed must be submitted to your Event Planner in writing at least 72 hours before your event.



PLANNING & PREPARING FOR YOUR EVENT

ROOM SET UP OPTIONS

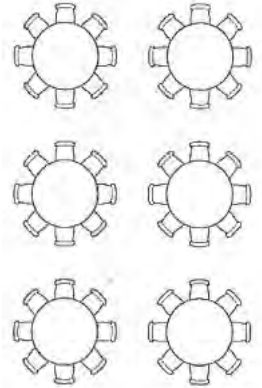
U-Shape



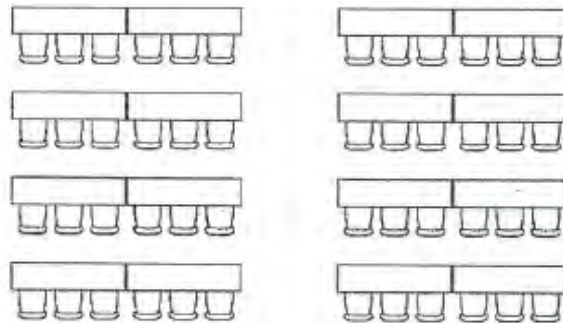
Theater



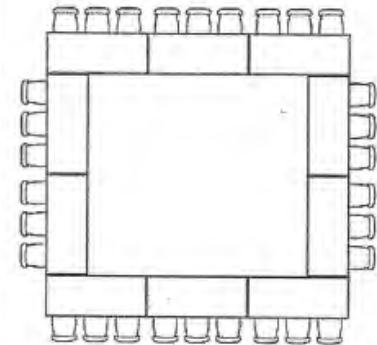
Banquet



Classroom



Hollow Square



ACTIVITIES DURING YOUR EVENT

- **Crafting** – Please let your MSC Event Planner know if you will be doing crafts at your event so we can provide your organization with the appropriate precautions you need to take to avoid damage charges.
- **Painting** - Painting is only allowed in MSC 2708 or Outdoor Spaces. Please let your MSC Event Planner know if you will be painting so we can provide instructions for clean up.
- **Tie Dye** – Tie Dye is only allowed outdoors. Please let your MSC Event Planner know if you will be using tie dye so we can provide instructions for clean up.
- Events that are open to the public that involve instructors coming in to teach **yoga, fitness, dance**, etc. require additional liability insurance.
 - Per the Department of Environmental Health and Safety, the following insurance amounts are required: *General Liability is needed at a coverage limit of \$1million per occurrence and \$2 million aggregate. Any insurance provided must also include “University of South Florida Board of Trustees, a public body corporate of the State of Florida” as an additional insured on the insurance certificate and the additional insured endorsement.*
- **Movie Night** – If you will be showing a movie at your event, please note that you must have a license to publicly show a movie. Owning or renting a copy of the movie does not confer the license to publicly use it. Please review the information on our Website about **Showing a Movie in the MSC**.
- **Outside Vendors** – If you will be renting items/activities from an outside vendor (inflatables, arcade games, lawn games, dunk tanks, outdoor stage, etc.), please let your MSC Event Planner know at least 3 weeks prior to your event. Please be sure to ask your vendor if they will need access to power and if so, how much power their products will need. Please note, a Certificate of Liability Insurance may be required for certain items/activities.

SHOWING A MOVIE

To host a movie night event or show TV shows during an event in the Marshall Student Center, you must have a license to publicly show the content. Logging into a streaming service or owning/renting a copy of the movie does not confer the license to publicly use it. Purchasing a copy of copyrighted material only provides the right to use that copy for personal use.

To show a movie at your event in the MSC, please follow the steps below:

- Determine if your movie requires a public performance license based on the guidelines below.
 - Obtain a public performance license. Please note that the process of acquiring a license may take some time. We suggest starting this process in advance to avoid having your event rescheduled or cancelled.
 - You can purchase a **public** use license through organizations such as [Swank Motion Pictures, Inc.](#) and [Criterion Pictures USA](#). For a **documentary**, we recommend contacting the production company directly. We recommend having a back-up plan, such as holding a different kind of event or showing a [public domain film](#), in case you can't get the license in time.
 - Send a copy of the license to your MSC Event Planner.
- You will not be permitted to show a film without the appropriate license.**

You can find more information about showing a movie in the MSC on our “Policies, Trainings, and Resources” page of the MSC Website. Please contact your MSC Event Planner with any questions.

ACTIVITIES DURING YOUR EVENT : Sound & Light Needs

If you will have music playing, talent performances, bands performing, etc. or will need sound equipment from the MSC, please have all of your Sound & Light needs listed out for your MSC Event Planner before your Event Review.

Here are some examples of details you will need to have prepared:

- **Music** – How will you be playing music at your event? *(Example : Will your organization be supplying a Bluetooth speaker for an outdoor event or laptop to connect in one of the conference rooms? Will you be bringing in a DJ?)*
- **Bands** – What instruments will the band be providing? How much set up time will the band need? Will they need rehearsal time before your event (do you have time for this during your reservation?)? Will they be providing all of their own equipment (speakers, microphones, cables/cords, amps, etc.)? How much power will be needed for their equipment?
- **DJ** – If you are bringing in a DJ for your event, they will need to provide all of their own equipment (speakers, mixer, microphone, cables/cords, etc.).
- **Performances** – Please have a list of all performances/talents that will be taking place. Please note that these may be limited based on the room/area of your reservation.
- **Rehearsals** – If you plan on having a rehearsal, please be sure you have reserved enough time for this when making your reservation.
- **Day of Show** – Please email a completed Day of Show to your MSC Event Planner at least 1 week prior to your Event. You can find examples and a fillable template on our Website!

DECORATING FOR YOUR EVENT

- No glitter or confetti.
 - If you will be using balloons that have glitter or confetti in them, please be sure you are popping these in the trashcan.
- No fire/flames. This includes warming devices and candles.
- Balloons must be weighted at all times in the MSC, even when transporting Balloons to your event.
- Helium balloons are not permitted at events in the Atrium.
- Any items that are taped to the walls must be taped with Blue Painter's Tape ONLY.
- Do not tape items to the walls in the Ballroom.
- If you an outside vendor will be providing any decorations or setup assistance please let your Event Planner know ahead of time.
- **Clean up fees or damage fees may be charged if there are damages or excessive clean up needed after your event.**

TABLING IN THE ATRIUM

- Student Organizations and Departments are able to request tabling space in the MSC Atrium.
- All tabling requests must be submitted at least 10 days prior to the reservation date.
- Please see our “MSC Atrium Tabling” document located on the [“Policies, Trainings, and Resources” page of our MSC Website](#) for our Tabling Policies.
- Locations that are available to table in the MSC Atrium are:
 - Mobile Showcase Table (located near the Clocktower)
 - East Showcase Table (located at the front of the Shops & Services Hallway)
 - North Showcase Table (located across from the CLCE Office)
- Let your Event Planner know if you would like a 6ft rectangular table instead of the showcase table. Charges may apply.

The screenshot shows the 'Plan & Market Events' page on the Phyllis P. Marshall Student Center website. The navigation bar at the top includes links for 'VISIT THE MSC', 'DINE & SHOP', 'MSC SERVICES', 'BUILDING AMENITIES', 'STUDENT LIFE', and 'PLAN & MARKET EVENTS' (which is highlighted with a red box). The main heading is 'Plan & Market Events', with a breadcrumb trail: 'Phyllis P. Marshall Student Center / Plan & Market Events / Policies, Trainings & Resources'. On the left sidebar, under the 'PLAN YOUR EVENT' section, the link 'POLICIES, TRAININGS & RESOURCES' is highlighted with a red box. The main content area is titled 'POLICIES, TRAININGS & RESOURCES' and contains several sections: 'POLICIES & PRICING' (with links to 'MSC Policies and Guidelines' and 'Rooms, AV, & Rentals Pricing'), 'TRAINING PRESENTATIONS' (with links to 'Part 1 : Getting Started - Steps to Take Before Making a Reservation' and 'Part 2 : Making a Reservation In EMS'), 'FORMS, DOCUMENTS & RESOURCES' (with links to 'Food Release Form', 'Caterer's Application - Please email your MSC Event Planner for this form.', 'After 5:00pm Meeting Room Timeblock Schedule', 'How to Read Your Reservation Confirmation', 'Atrium Tabling Information' (highlighted with a red box), 'MSC Outdoor Spaces and Rain Site Information', 'Sample Day of Show', 'Fillable Day of Show Template', 'Oval Theater Green Room Rules', 'How to use Air Media', and 'Showing a Movie in the MSC').

ACCESSIBILITY AWARENESS

Things to keep in mind when planning your Event:

- Table Spacing
- Accessible Seating Options
- Clear line of sight to Presentation
- Volume of Presenter
- Include accessibility options in marketing materials
- Sign language interpreters or Communication Access Realtime Translation (CART)
- For additional resources, please contact

[USF Student Accessibility Services](#)

Items available in the MSC:

- The MSC is able to provide a Wheelchair Lift for the Ballroom stage.
- The MSC is able to provide assisted listening devices that can be used in MSC Rooms.

If you would like to utilize these items for your event, please let your MSC Event Planner know at your Event Review.

Security at Events

- Some events may require security staffing such as USF Police Department Officers or Sentry Security. Security needs are based on several factors such as large guest counts, controversial topics, cash handling, VIP guests, etc. After hearing all of your event details, your MSC Event Planner will work with the University Police to determine if security is needed for your event.
- If you feel that you would like security officers present at your event, please let your MSC Event Planner know at least 3 weeks prior to your event so we can meet security scheduling deadlines.
- Registered Student Organizations and A&S Funded Departments may be eligible to use the SG Security Fund to cover the cost of security. Please ask your MSC Event Planner for more information about the required qualifications to use the SG Security Fund.



**SERVING
FOOD AT
YOUR EVENT**

SERVING FOOD AT YOUR EVENT

- A Food Release Form or Caterer's Application must be submitted and approved to serve food at your event.
- The Marshall Student Center does not allow any homemade items to be served during meetings or events.
- All food and beverage items must be fully prepared and purchased from a licensed provider.
- Heating appliances (kettles, crockpots, warmers, rice cookers, coffee makers, etc.) and sternos are NOT permitted in the MSC unless you have an approved Caterer's Application and the licensed vendor is onsite.
- Groups may serve alcohol at an event in the MSC, but MUST receive approval in advance. You can submit your request to have alcohol at your event by completing the [Alcohol Approval Form](#). Alcohol can ONLY be served by USF Catering/Aramark and must follow all [USF Alcohol Policies](#). Please note that if USF Catering/Aramark is serving alcohol, they must provide all food items.
- Food Trucks – If you would like to have a food truck at your event, please be sure that you have reserved the MSC Fire Lane with your MSC Event Planner. This is the only location around the MSC that we are able to place food trucks. Next, you will need to submit the Food Truck Request Form through Aramark. For more information on this, please contact catering@usf.edu.

USF CATERING / ARAMARK

- USF Catering / Aramark is a separate Department. The MSC is not able to inquire about Catering services or availability on your behalf.
- To check availability, you will need to reach out to USF Catering/Aramark directly.
 - Catering@usf.edu
 - (813) 974-6166
 - Office Located in MSC 4100
- You are responsible for working with both USF Catering/Aramark and your MSC Event Planner on details for your event. You will need to let your MSC Event Planner know how many tables Aramark will need for your event as our team provides these tables.
- All catering changes must go through USF Catering/Aramark.
- Be sure to include set up and clean up time for USF Catering/Aramark in your reservation time.
- If Aramark will be providing tablecloths for your event, please let us know if they are providing tablecloths for only food/beverages tables or for all tables (dining tables, food/beverage tables, check in table, etc.)

FOOD RELEASE FORMS vs CATERER'S APPLICATIONS

FOOD RELEASE FORMS:

- Needed for serving pre-packaged or pre-prepared food
- Examples: Pre-packaged items from Grocery Store (bags of chips, packaged cookies, beverages, etc.) or items picked up from restaurant/caterer (Pizza, Chick-fil-A, USF Dining/Aramark, etc.)
- Food Release Forms can be found on our MSC Website under "Policies, Trainings & Resources"
- If you have questions on how to complete the Food Release Form, please reference this [Sample Food Release Form](#).
- **Your completed Food Release Form must be submitted via email to your MSC Event Planner at least 3 business days before your meeting or event.**
- If your MSC Event Planner has not approved your form before your event, you will not be permitted to serve food or beverages during your meeting or event.

CATERER'S APPLICATION:

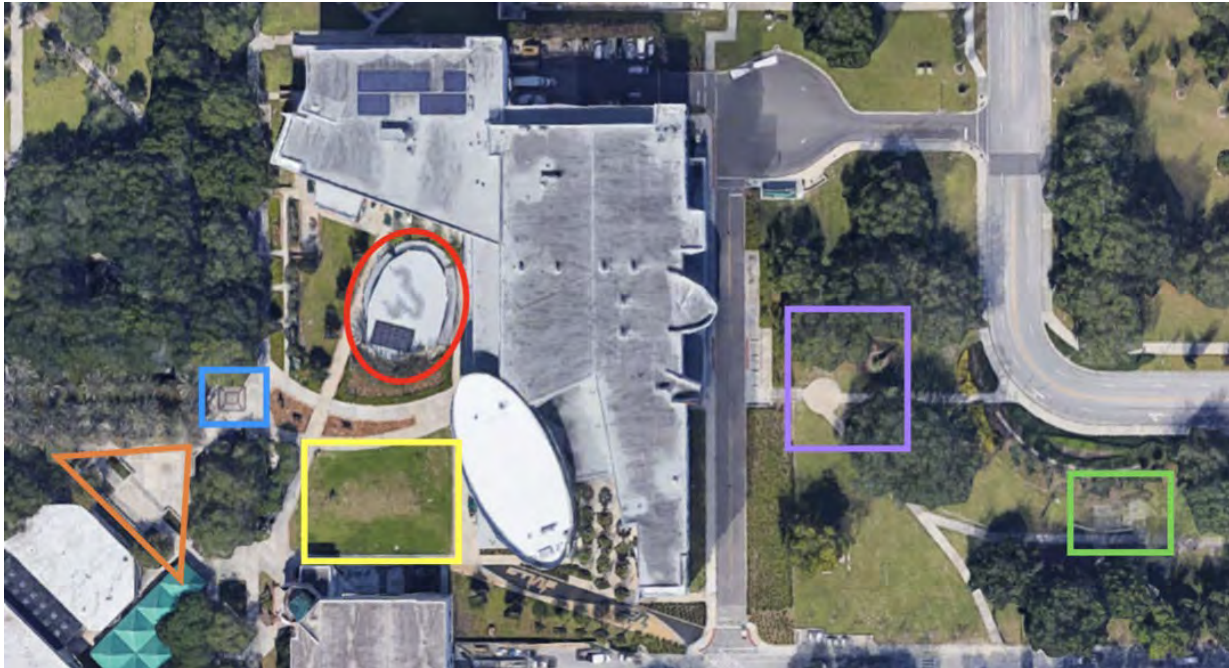
- Needed when a restaurant or caterer will be coming to your event set up items and serve food
- Example: You hire a Catering Company to come to your event. The Catering Company will be bringing staff to serve food at your event.
- **Must be submitted to your MSC Event Planner at least 2 weeks prior to your Event**
- To get a Caterer's Application, email your MSC Event Planner
- Please note that the Caterer's Application requires additional insurance documentation to be provided. The vendor must add USF as an additional insured on their policy, which may incur costs.
- Please note that the Caterer will not have access to a kitchen. This means there is no sink/water/ice access.

*** * * Heating appliances (kettles, crockpots, warmers) and sterno are NOT permitted in the MSC unless you have an approved Caterer's Application and the licensed vendor is onsite. * * ***



OUTDOOR EVENTS

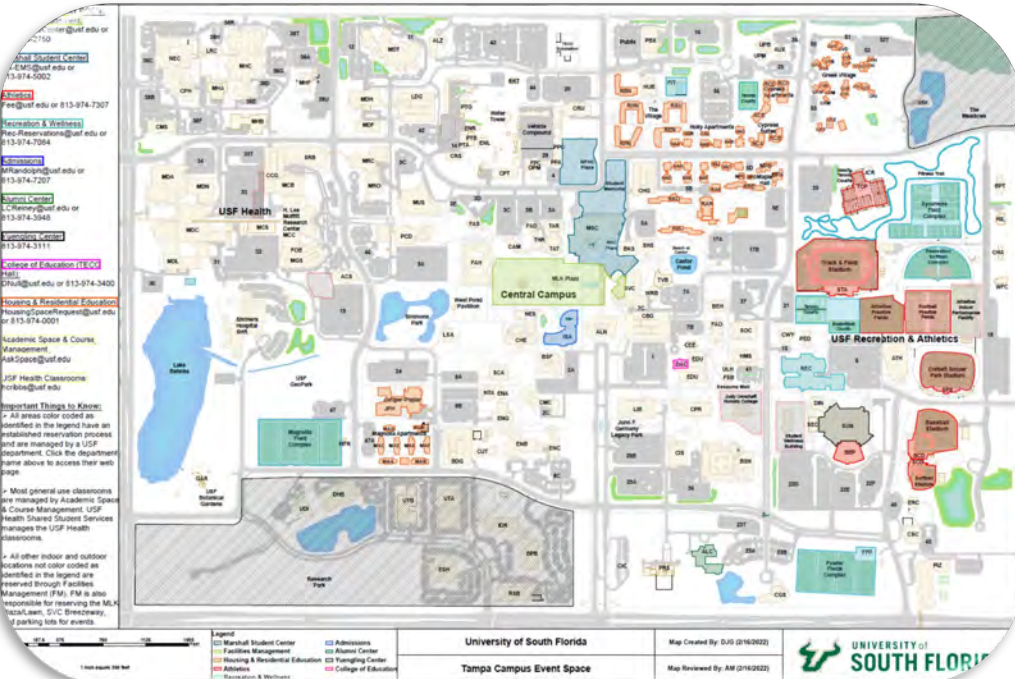
RESERVABLE OUTDOOR SPACES AT THE MSC



- MSC Amphitheater
- Bulls Patio*
**Bulls Patio is for Tabling Only*
- MLK Stage Fountain
- MSC Plaza
- Crescent Hill Patio
- Student Memorial*
**Must receive approval through Student Government*

Please note that only 1 space can be reserved on each side of the MSC at one time.

RESERVABLE OUTDOOR SPACES ON CAMPUS



For information on outdoor spaces not reserved by the MSC, please contact the corresponding location on the [Facilities Management map](#) to ask about availability and reservations. The MSC does not manage spaces outside of our area and cannot provide any information about these areas or pricing. The MSC is not able to provide items (tables, chairs, sound equipment, etc.) for spaces that are not reserved through the MSC.

THINGS TO CONSIDER FOR OUTDOOR EVENTS AT THE MSC

- Not all outdoor locations have built-in lighting options. You may need to plan for the cost of adding lighting to your event spaces.
- No outdoor locations have built-in sound equipment. If you need sound equipment from the MSC, you will need to discuss this with your MSC Event Planner at your Event Review. Please note that this will require a Sound Technician and will incur charges. You are also able to bring your own DJ or sound equipment if you prefer!
- Not all outdoor locations have easy access to power. Be sure to discuss all power needs with your MSC Event Planner!
- If you are planning an outdoor event, please note that there is a possibility that your event may be cancelled due to inclement weather.
- The MSC is able to offer Rain Site locations if there is an available indoor location. Rain Sites must be booked in advance through your MSC Event Planner and can not be reserved on the day of your Event.
- Please note that not all activities that are planned for outdoor spaces can be moved to an indoor location.
- Please be sure to have a contingency plan for your event even if you are not able to secure a back up location.
- Please note that items cannot be left outdoors overnight. All items must be delivered and picked up within your reservation time frame.

EVENTS DURING BULL MARKET

- Student Organizations are not permitted to have outdoor events during Bull Market.
- USF Departments are able to reserve the Amphitheater or Crescent Hill on a case by case basis, pending approval from the Bull Market Team.
- To request the use of one of these areas during Bull Market, please email your MSC Event Planner 3-4 weeks in advance so they can submit an approval request.
- Events that take place in the Amphitheater during Bull Market are not permitted to have amplified sound.
- Events that take place during Bull Market have a limited inventory of furnishings available. Please contact your MSC Event Planner for more specifics on the types and quantities of tables/chairs that are available.



RAIN SITE INFORMATION

- Rain Sites must be booked in advance and can not be reserved on the day of your Event. If you have an approved Rain Site location, this will be listed on your MSC Reservation Confirmation.
- The Amphitheater only has cover for sun, not rain.
- Groups may request the use of the SVC Breezeway as a rain site by submitting an Event Request Form through [Facilities Management](#). The MSC is not able to reserve this space or approve the use of this space.
- For more information on Rain Sites, please visit the “Policies, Trainings & Resources” page on our [Website](#).

SVC BREEZEWAY

To request the SVC Breezeway for your event or as a Rain Site for your event, you will need to contact **Facilities Management** and complete their [Event Request Form](#).

This can be found on their website, under the "Service Center" Tab. Once that form has been submitted, please email your MSC Event Planner to let them know.

The MSC is not able to reserve this space for you or approve the use of this space.

**PLEASE NOTE THAT THIS FORM MUST
BE COMPLETED AT LEAST 30 DAYS
PRIOR TO YOUR EVENT.**



How to make a Rain Call if you HAVE a Rain Site

- If you have an outdoor event you should be tracking the weather leading up to the event and on that day. It is your responsibility to communicate with the MSC Team about utilizing your rain site.
- You will need to call the MSC Building Manager at least 2 hours prior to your Reservation Start Time (this may not be the same as your Event Start Time) to let them know if you will move forward with your Event outdoors or if you would like to move indoors.
- The MSC Building Manager cell phone number is (813) 422-4651 and can be found on your Reservation Confirmation. Please ask the MSC Building Manager if there will be any furniture or Sound and Light equipment modifications to your reservation due to the weather.
- Once a location has been determined, it can not be changed.
- If you choose to continue with your Event outdoors and the weather worsens, the MSC reserves the right to cancel or shut down your event due to weather concerns. The MSC will not put you, your event attendees, or our employees at risk.

How to make a Rain Call if you DO NOT HAVE a Rain Site

- If you have an outdoor event you should be tracking the weather leading up to the event and on that day. It is your responsibility to communicate with the MSC Team on your event plans.
- You will need to call the MSC Building Manager at least 2 hours prior to your Reservation Start Time (this may not be the same as your Event Start Time) to let them know if you will move forward with your Event outdoors or if you would like to cancel your Event.
- The MSC Building Manager cell phone number is (813) 422-4651 and can be found on your Reservation Confirmation. Please ask the MSC Building Manager if there will be any furniture or Sound and Light equipment modifications to your reservation due to the weather.
- Once a decision has been made to cancel your Event, it can not be changed.
- If you choose to continue with your Event outdoors and the weather worsens, the MSC reserves the right to cancel or shut down your event due to weather concerns. The MSC will not put you, your event attendees, or our employees at risk.

Other Things to Consider when making a Rain Call

- Event Set Up – The MSC reserves the right to modify, limit, or not set furnishings for your reservation due to weather concerns.
- MSC Sound and Light Equipment - The MSC reserves the right to modify, limit, or not set Sound and Light equipment for your reservation due to weather concerns. Please ask the MSC Building Manager if there will be Sound and Light equipment modifications to your reservation due to the weather when you make your Rain Call.
- Room Rental Fees – If you have a room rental fee on your reservation, you will be responsible for both fees (outdoor location and indoor rain site) whether or not you choose to use the rain site location.
- Staffing Fees - If you have staffing fees on your reservation, you will be responsible for all charges even if you cancel your event. If you have a Rain Site, staff will move indoors with your event.
- If you choose to continue with your Event outdoors and the weather worsens, the MSC reserves the right to cancel or shut down your event due to weather concerns. The MSC will not put you, your event attendees, or our employees at risk.



**ITEMS THE
MSC HAS
AVAILABLE**

ITEMS THE MSC HAS AVAILABLE

Tables/Chairs

Tablecloths

Pipe and Drape

Whiteboards

Easels

Sign Holders

Sound Techs/Tech Equipment

Staging and Risers

Stanchions

Podiums

MSC TABLE AND CHAIR OPTIONS



6 ft. Banquet Table
72" x 30"



6 ft. School Table
72" x 18"



60" Round Table
Seats up to 8 people



Low Top Table
30" Round Table, 30" Tall

High Top Table
30" Round Table, 42" Tall



MSC Chair



Outdoor Chair

MSC FURNISHING OPTIONS



Conference Room Podium



Wooden Podium

**Ballroom and Oval Theater Only*



Acrylic Podium

**Ballroom and Oval Theater Only*



Concave Sign Holder



Easel



Stanchions



Whiteboard



Flip Chart

MSC PIPE AND DRAPE OPTIONS



Black Pipe and Drape - 10ft Tall



Tall Pipe and Drape – Black
Additional Charges Apply ;
Additional Set Up Time
Required



White Pipe and Drape - 10ft Tall



Tall Pipe and Drape – White
Additional Charges Apply ; Additional Set Up Time Required

MSC STAGE OPTIONS



STAGE

3 ft Tall

Stage pieces are 6ft x 8ft



RISER

1 ft Tall

Riser pieces are 4ft x 8ft

RENTING TABLECLOTHS FROM THE MSC

- If you would like the MSC to provide tablecloths for your event, please discuss this with your MSC Event Planner, at the Event Review, at least 2 weeks prior to your event.
- Tablecloths are ordered from an outside vendor. We are unable to adjust the color or quantity of tablecloths once the order has been placed.
- You will be responsible for all tablecloth charges on your reservation even if you reduce the number of tables closer to the event date or cancel your event.
- University Department Pricing:
 - Round Tables - \$4.00 each (plus tax) and can be ordered in white or black.
 - Rectangle Tables - \$4.00 each (plus tax) and can be ordered in white or black. These tablecloths are not floorlength.
 - Cloth and Skirt for Rectangle Tables - \$8.00 (plus tax) - If you would like to add a black table skirt to your rectangle tables, we can provide a white or black tablecloth with a black skirt.

MSC TABLECLOTH OPTIONS



Black Cloth
for Round Table



Black Cloth
for Rectangular Table



Black Cloth / Black Skirt
for Rectangular Table



Floorlength Black Tablecloth
for Rectangular Table
**Cannot be used for food tables*



White Cloth
for Round Table



White Cloth
for Rectangular Table



White Cloth / Black Skirt
for Rectangular Table



White Cloth on
High Top Table

WHAT ITEMS AM I CHARGED FOR?

University Departments are charged a room rental fee for rooms in the MSC.

Pricing for MSC items can be found on the “Policies, Trainings, and Resources” page of the MSC website [here](#).

University Departments are charged for:

- Tablecloths
- Sound and Light Equipment
- Staging
- Staff
 - AV Technician (*Sound Tech or Lighting Tech*)
 - Event Staff



SOUND AND LIGHT ITEMS

SOUND AND LIGHT IN THE MSC



All rooms have either a TV or Projector/Screen



All rooms have an HDMI cable. If you need an adaptor to connect to HDMI you will need to provide this.



The MSC does not have adapters. You will need to bring your own adapter



If you are not able to provide your own laptop to connect in the room, please ask your MSC Event Planner about our in-room computer. Additional fees apply.

CONNECTING TO A PROJECTOR OR TV

Devices can be connected to the Projectors and/or TVs in each room in 2 ways:

1. Use the **HDMI Cord** in the Room

The MSC provides an HDMI Cord in each room.

The MSC does not provide adapters.

If you need an adapter to connect your device to an HDMI cord, you must bring this with you.



2. Use **AirMedia** to connect wirelessly

To view instructions on how to connect to AirMedia, click [here](#).

Please be sure to log out of AirMedia once your meeting is done so the next group can log in.

If you are having trouble connecting your device, you can call **(813) 974-3180** to request Sound & Light Assistance or you can push the “HELP” button on the wall plate to alert our Sound & Light Team!



MSC SOUND TECHS

- **What is an MSC Sound Tech?**
 - Our Sound Techs are student employees that assist with the technical aspect of some events.
- **When do you need an MSC Sound Tech?**
 - MSC Sound and Light Technicians are required in specific locations and for certain equipment.
 - Anytime you are using more than one microphone you will automatically need a technician present to ensure your event is a success.
 - MSC Sound Techs are required for the duration of your event, including set up and breakdown. Their shift hours may vary based on your technical needs and the amount of time needed to set up and break down those items.
 - There will be a per hour charge for technicians with a minimum of three (3) scheduled hours.

MICROPHONE OPTIONS

- Only select rooms in the MSC can accommodate microphones:
 - 2708, 2709, 3707, 4200, Ballroom, Oval Theater, and Outdoor Spaces
- You are able to have one microphone in room 2708, 2709, 3707, and 4200 without having a sound technician present.
- If you require more than one microphone in these spaces, a technician is required.
- Technicians are always required in the Ballroom, Oval Theater, and Outdoor Spaces.



Wireless (Hand Held)
Microphone



Wired
Microphone



Podium
Microphone



Wireless (Lapel/Lavalier)
Microphone



Headset
Microphone



Panel
Microphone

STREAMING OPTIONS

- The MSC is able to offer a basic streaming option that includes 1 or 2 static cameras. These static cameras have preset framing that remain in place and cannot zoom or pan.
- When using our MSC Streaming Equipment, 2 MSC Sound Technicians are required for the length of your reservation. Please note that utilizing streaming equipment requires at least 2 hours of set up time prior and 1 hour of clean up time. Ideally, the streaming set up would be completed at the time you begin setting up for your event to allow enough time for testing and troubleshooting.
- The preferred platform for streaming is Microsoft Teams. If you are looking to use another platform, please discuss this with your MSC Event Planner ahead of time.
- The client is responsible for creating the Microsoft Teams Event and inviting all attendees.
- The client will log into Teams on our MSC Streaming Cart. The client is responsible for providing a separate laptop to monitor the Teams chat and ensure all participants are muted.

If you are interested in Streaming options for your Event, please contact your MSC Event Planner for pricing details.

SPECIALTY LIGHTING



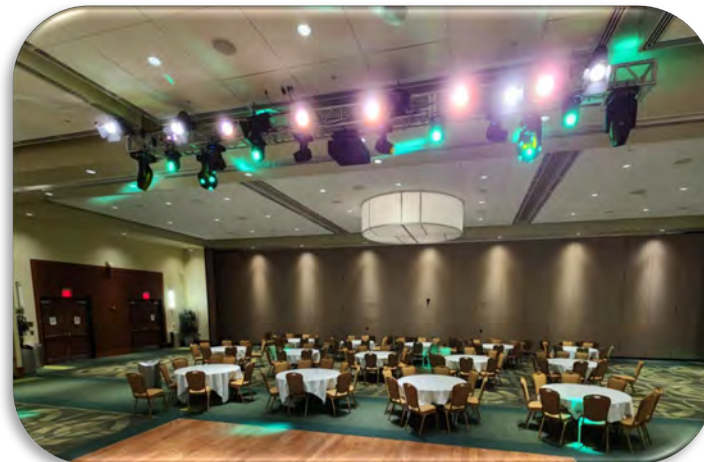
LED Uplights

These are rented individually. Each individual light can be a different color. These can be used in any MSC Space.



LED Strip Lights

These are rented individually. Each individual light can be a different color. These can be used in any MSC Space.



Ballroom Truss Lighting

This is built in to the Ballroom A Ceiling and is only available to be used in the Ballroom if Ballroom A is included on your reservation. This offers either stationary or moving lights that can be white or colorful. We are able to offer specific color moving lights with this option. An MSC Lighting Technician is required to be present for your reservation when using the truss lighting.

SPECIALTY LIGHTING



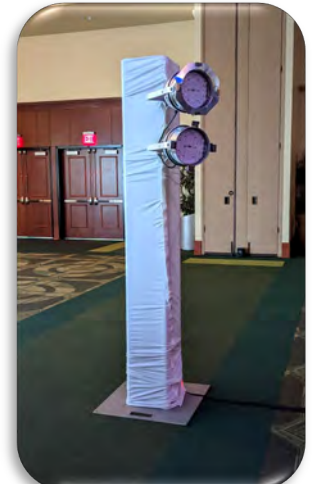
LED Par Can Lights



Gig Bar



Electro Swarm



Truss Stand with
White Cover

OUTDOOR EQUIPMENT

The MSC outdoor locations do not have built-in sound equipment. If you need sound equipment from the MSC, you will need to discuss this with your MSC Event Planner at your Event Review. Please note that this will require a Sound Technician and will incur charges.

You are also able to bring your own DJ or sound equipment if you prefer!

System 1



1 Powered Speaker

AND



1 Microphone

OR



1 Aux Plug In

System 2



2 Powered Speakers



1 or more Microphones



Mixer



1 Aux Plug In

System 3



2 Powered Speakers



DVD Player



1 Aux Plug In



1 or more Microphones



Mixer

LCD Projector and
Projector Screen

BASIC OUTDOOR LIGHTING



Work Light

These lights cast light in only one direction. These lights can be used in any MSC Outdoor Location pending the proximity to power.



360 LED Flood Light

This lighting option casts light in all directions. These lights can be used in any MSC Outdoor Location pending the proximity to power.



WHAT ITEMS AM I CHARGED FOR?

Pricing for Sound and Light equipment can be found on the “Rooms, AV, and Rentals Pricing” document on our MSC Website. This is listed on our “Policies, Trainings and Resources” page.

If you have any questions about what items you may need, please contact your MSC Event Planner.



EVENT REVIEWS

Event Reviews

What is an Event Review?

An Event Review is a meeting with your MSC Event Planner to finalize the details for your upcoming event such as timing, floor plan, furnishings and AV needs.

To learn more about Event Reviews, visit the [Event Review Page on our MSC Website.](#)

How do I know if I need an Event Review?

- If your event requires an Event Review, it will be stated on the Reservation Confirmation.
- Events taking place in our larger spaces, outdoor spaces, or events that require a custom set up will require an Event Review.

When do I schedule an Event Review?

- It is your responsibility to contact your MSC Event Planner to schedule your Event Review.
- Event Reviews must take place no later than 2 weeks prior to your event, so it is best to reach out to schedule this meeting 3 – 4 weeks prior to your event.
- Note, some items and services may not be available, or your event could be **cancelled**, if the Event Review does not take place two weeks prior to the event.

Event Reviews

What should be sent/communicated to your MSC Event Planner ahead of time?

- If you are planning **activities that will require additional coordination** for logistics, amount of space needed, power needs, safety approvals, security needs, insurance approvals, use of the service elevator, etc. please email your event planner at least 4 weeks in advance to allow enough time for coordination and approvals. This includes information about bands, performances, talent shows, etc.
- If you will be **bringing a caterer on site**, please note that a completed Caterer's Application and all necessary insurance documentation, health inspections, and license certificates must be submitted to your MSC Event Planner at least 2 weeks prior to your event. Applications submitted after this date may not be approved.
- If you plan on having **Food Trucks** – If you would like to have a food truck at your event, please be sure that you have reserved the MSC Fire Lane with your MSC Event Planner. This is the only location around the MSC that we are able to place food trucks. Next, you will need to submit the Food Truck Request Form through Aramark. For more information on this, please contact catering@usf.edu.

What is discussed at my Event Review?

- Description of the event and all activities that are planned.
- What time does your actual event start and end?
- Will you need any set up and/or clean up time?
 - *Note, if this was not reserved with the initial request we may not be able to add on the additional time, due to other events taking place in the MSC.*
- Is this event free to attend? Will any cash be handled?
- How many people are you expecting?
- What setup (tables/chairs/etc.) will you need?
- Will food be served at this event?
- Will you need any Sound and Light equipment?

If you will be working with other Departments on Campus for this event (Facilities Management, Environmental Health and Safety, University Police Department, Campus Recreation, Parking and Transportation, etc.), your Event Review should take place 3-4 weeks prior to your event to ensure there is enough time for each Department to complete their approval processes.

EVENTS IN THE OVAL THEATER

- Events taking place in the Oval Theater require Sound Technician(s) and Event Staff to be present.
 - The number of Staff and shift hours vary based on event details, time, attendance, etc.
 - Event Staff is able to pass out items at the entrance, help seat your guests, assist in exiting during an emergency, and more.
- The Oval Theater seats a maximum of 706 people. The lower level seats 469 people, while the balcony seats 237 people.
 - If your expected attendance will require the balcony, you will need to let your MSC Event Planner know during your event review.
 - This use of the Balcony requires 4 Event Staff members to be present during your event.
- There is a small Green Room located in the Oval Theater. If you would like to use this space during your Event, please let your MSC Event Planner know during your Event Review.
- One member from your Department may sit behind the sound booth and assist with the event.



GREEN ROOM POLICIES

The Green Room is located in the Oval Theater next to the Stage.

This room is to be used for people waiting to go on stage.

If you would like to use this space, please let your MSC Event Planner know at your Event Review.

NOTE: DO NOT UNPLUG ANY ITEMS IN THE GREEN ROOM!

Unplugging items will disrupt our Sound and Light equipment and we will not be able to move forward with your event.



The maximum capacity of this room is 10 people.



All furniture must stay in the Green Room.



The Bathroom may be used for changing only and is not a place for hair and make up to be done.



The use of hairspray, curling irons, flat irons and other like items are prohibited.



Food must be approved by your MSC Event Planner.



Alcohol is not permitted in the Green Room without prior approval.

DAY OF SHOW

What is a “Day of Show” and why it is important?

The “Day of Show” is a detailed technical timeline of your event that will give your MSC Sound and Light Tech the information they need to provide the best service during your event.

The Sound and Light Tech does not have any prior knowledge or context for your event as they are not at your Event Review with your MSC Event Planner.

It is important to include as much detail as possible on your Day of Show so your Sound and Light Tech will know the order of events, when equipment is needed, when and what music/presentations should be played, and what the lighting cues are.

You will discuss all technical needs with your MSC Event Planner at your Event Review.

Technical needs that should be discussed with your MSC Event Planner and put on your Day of Show include the following:

- number of microphones needed
- type of microphones needed
- presentation format specifications
- performance specifics including any instruments, bands, and types of performances
- lighting needs
- music and lighting cues

DAY OF SHOW TEMPLATE

Links to a Sample Day of Show and a fillable Day of Show Template can be found on the “Policies, Trainings and Resources” Page on our [MSC Website](#).

SAMPLE DAY OF SHOW

See sample Day of Show documents for various types of events to assist with the creation of your Day of Show!

DAY OF SHOW TEMPLATE

Use this fillable PDF template to enter in all of your event details for our Sound & Light Team. The more details you include, the better!

DEADLINES FOR EVENT DETAILS AND CHANGES

Here are the general deadlines for event details.

Please note that your Event Planner may provide more specific guidelines regarding deadlines based on your event details and when our staff is scheduled.

*If you need to make a change to your Event details, please contact your MSC Event Planner via email as soon as possible.
Please note that some requests for changes may not be able to be accommodated.*

- **Food Release Form** – Due at least 3 business days prior to your event.
- **Caterer's Application** – Due at least 2 weeks prior to your event.
- **Day of Show** – Due at least 1 week prior to your event.
- **Tablecloth Changes** – Due at least 2 weeks prior to your event.
- **Diagram Changes** – Due at least 1 week prior to your event.
- **Event Time Changes** - Due at least 1.5 weeks prior to your event.
- **Staffing Changes** - Due at least 1.5 weeks prior to your event.
- **Cancellations** – Cancellations must be made at least 72 hours in advance. Some charges may apply for tablecloths, staffing, space rental, etc. even if your cancellation is made within 72 hours.
 - *If you need to cancel your Event on the day of your Event, please call the MSC Building Manager (813) 422-4651.*

CANCELLING DEPARTMENT RESERVATIONS

We understand that things come up at the last minute
and you may need to cancel a meeting or event!

- To cancel a reservation, please email your MSC Event Planner directly. If you are unsure of who your MSC Event Planner is, you can email SA-EMS@usf.edu with your cancellation notice.
- Cancellations must be made via email at least 72 business hours prior to your event to avoid most cancellation charges.
 - Room Rental charges will apply to cancelled reservations that are less than 72 business hours out.
 - Staff charges will apply to cancelled reservations that are less than 72 business hours out.
 - Tablecloth charges will apply to cancelled reservations if the linen order has been placed.
- Please note that cancellations made close to your event date do not allow others to reserve the space. It is important that you release spaces you know you will not need as soon as possible to allow others to reserve the space as large event spaces must be reserved at least 3 weeks in advance.

AFTER YOUR EVENT REVIEW



After your Event Review, you will receive an emailed reservation confirmation and diagram (if applicable) from your MSC Event Planner.



Carefully review these documents to ensure they list all items you discussed with your event planner. If it is not listed on your reservation confirmation, it will not be provided on the day of your event. Please review the timing of your reservation to be sure that all set up and clean up time is listed. You will have access to the room at the beginning of your reservation time.



If you have questions about how to read your confirmation you can find a document explaining this on the “Policies, Trainings and Resources” Page on our [MSC Website](#).



To make changes to your reservation confirmation or diagram, please email your MSC Event Planner at least 1 week prior to your event. Please note that last minute requests may not be able to be accommodated.

MARKETING YOUR EVENT

- Do not advertise or market your event until you have received a Reservation Confirmation from the MSC.
- To find Marketing tools, resources and more information on Marketing your Event (flyers, LCD Screens, Chalking, etc.), visit the Market Your Event webpage, which can be found on our MSC Website under Plan & Market Events.

PHYLLIS P. MARSHALL STUDENT CENTER
PART OF STUDENT SUCCESS

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Plan & Market Events

Phyllis P. Marshall Student Center / Plan & Market Events / Plan Your Event

PLAN YOUR EVENT

- Student Organizations
- University Departments
- Non University Clients
- Make an Appointment
- Activism on Campus

ROOMS & CAPACITIES

POLICIES, TRAININGS & RESOURCES

EVENT REVIEWS

FAQ

MARKET YOUR EVENT

USF DINING/CATERING

PLAN YOUR EVENT

Student Organizations, lets start planning!
MSC Reservation Book is opening!

• June 1st at 10am for Fall

[Click here for more information](#)
*For University Department dates please visit our website

Whether you are looking to host a banquet, conference, wedding, seminar, or tradeshow, the Marshall Student Center (MSC) offers the facilities and amenities you need to achieve your



**DAY OF
YOUR EVENT**

TIPS FOR THE DAY OF YOUR EVENT



Arrive on time! You will not have access to the room until your Reservation begins.



Clean Up after your Meeting/Event



Be respectful of other meetings/events taking place around you.



Day-of requests and changes may not be accommodated



You are responsible for the actions of people attending your meeting/event.



Need help?
Call the Student Building Manager!



YOUR DEPARTMENT IS RESPONSIBLE FOR CLEAN UP AT THE END OF YOUR EVENT!

Ensure your Event is ending on time to allow enough time for clean up!

All clean up (including any vendor break down time) must be completed by the end of your reservation time. All guests and vendors must be exited at this time.

Your Department is responsible for cleaning up any items you bring in. Please ensure all trash is placed in a trashcan or stacked neatly next to a trash can. If you need extra trash bags you can contact the Information Desk at 813-974-3180.

If there is an excessive mess left after your event, your Department may be charged a clean up fee.

NEED ASSISTANCE ON THE DAY OF YOUR EVENT?

- You will work with your MSC Event Planner to finalize the details of your event before your event takes place. On the day of your Event, your point of contact shifts from your MSC Event Planner to our MSC Logistics Team.
 - *Please note that your MSC Event Planner is not your Day of Contact. For any day-of changes, you will need to call the Information Desk at (813) 974-3180 and they can send someone up to assist you. Any requests or changes sent to your MSC Event Planner on the day of your event will not be received in time to be addressed.*
- Our MSC Logistics Team consists of our Facility Manager, Logistics Coordinator, Building Managers, Set Up Crew, Event Staff and Sound & Light Team.

**If you need assistance on the day of your event, please call the
MSC Information Desk at (813) 974-3180 to reach our
MSC Building Manager and Sound & Light Team.**

MSC BUILDING MANAGERS

What is an MSC Building Manager?

MSC Building Managers are Student Employees! They work hard to ensure your event is a success while juggling their normal student duties.

Please be respectful when speaking with them! If your organization is not able to respect the rules and staff in the MSC, you may lose your privilege to make reservations in the MSC.

To learn more about MSC Building Managers, you can find more information here:

<https://www.usf.edu/student-affairs/msc/student-life/studentbms.aspx>

If you need assistance on the day of your Event, please contact the MSC Information Desk at (813) 974-3180 and they can send someone up to assist you.

PAYING FOR YOUR EVENT

University Departments are required to pay for their MSC Event charges with a Chartfield.

We are not able to accept checks or other forms of payment.

Please note that this applies to University Sponsored Events.

Please provide your MSC Event Planner with the following Chartfield Information prior to your Event:

Operating Unit:	
Fund:	
Department ID:	
Product:	
Initiative:	
Project:	

Multiple Chartfields may be used to pay for an Event. If you will be using more than 1 Chartfield, please email your MSC Event Planner with the information for each chartfield and the total cost that should be billed to each Chartfield prior to your event.

USING FOUNDATION FUNDS:

Departments can still use Foundation Funds to cover their event costs, but only as a reimbursement from Foundation after they have paid the Marshall Student Center with a Chartfield, per the University Controller's Office. When requesting the reimbursement to your department from Foundation Fund to cover your event expenses, the department must provide the Foundation with the interdepartmental invoice the Billing Office provides to the event contact as well as a copy of Finance Mart showing the department has paid.

FREQUENTLY ASKED QUESTIONS

To see our FAQ section,
visit our Website!

If you have additional questions,
feel free to reach out to your
MSC Event Planner
or email our Event and
Meeting Services Team
at SA-EMS@usf.edu

VISIT THE MSC

DINE & SHOP

MSC SERVICES

BUILDING
AMENITIES

STUDENT LIFE

PLAN & MARKET
EVENTS

Plan & Market Events

Phyllis P. Marshall Student Center / Plan & Market Events / FAQ

PLAN YOUR EVENT

ROOMS & CAPACITIES

POLICIES, TRAININGS &
RESOURCES

EVENT REVIEWS

FAQ

MARKET YOUR EVENT

USF DINING/CATERING

FAQ

For any additional questions, please reach out to us at SA-EMS@usf.edu.

RESERVATION QUESTIONS

- + When can I begin making reservations for each semester and how to I submit a reservation request?
- + Why was my reservation cancelled? Why was the time or location of my event changed?
- + How do I know if my reservation has been approved and confirmed, and when is it ok to market my event?

THANK YOU FOR ATTENDING!!

Join our BullsConnect page to keep up with the latest updates!

<https://bullsconnect.usf.edu/groups>

RESERVATION DATE REMINDERS:

Summer Reservations - open **10AM** on **March 15th**

Fall Reservations - open **10AM** on **June 15th**

Spring Reservations open **10AM** on **October 15th**

Large, signature events may be submitted for early booking approval up to 1 year in advance. For more information on early booking exceptions, please contact your MSC Event Planner.

If you have any questions, please email us at

SA-EMS@usf.edu

or visit our MSC Website at

<https://www.usf.edu/student-affairs/msc/plan-and-market-events/>

