

How to Read Your MSC Reservation Confirmation

Each time you make a reservation at the MSC, you will receive an emailed reservation confirmation. There are many important details listed on the confirmation, such as the event date, your event location, the time you have reserved the location, your contact information, and any charges associated with your reservation. Because some items may be changed while your reservation request is being processed, it is crucial that you review and confirm that these details are correct. If you have any questions about your confirmation or would like to make any changes to your confirmation, please contact your MSC Event Planner.

Below, we will show you where each of these important details are located on the Confirmation sheet.

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|------------------------------------|--------------------------------|
| 1. Your Contact Information | 9. Event Set Up |
| 2. Reservation/Confirmation Number | 10. Event Details |
| 3. Reservation Status | 11. Diagram Details |
| 4. Billing Information | 12. Associated Costs |
| 5. Event Date | 13. Tax |
| 6. Event Location | 14. Reservation Notes |
| 7. Event Time | 15. Total Charges |
| 8. Reservation Time | 16. MSC Reservation Guidelines |

Event Meeting Services
 Marshall Student Center
 MSC 4100
 Tampa FL 33620
 (813) 974-5213 / (813) 974-4180

Confirmation

Customer	Reservation: 112205
Accountable Officer #1	Event Name: Sample Social Event
Sample Student Organization	Status: Tentative
Physical Mailing Address	Phone: Cell Phone Number
(This is where your Invoices will be mailed)	Event Type: Other
City, ST Zip Code	Billing Reference: Direct Bill
USA	2nd Contact: Accountable Officer #2
	Phone: Cell Phone Number
Bookings / Details	Quantity Price Amount

Bookings / Details
