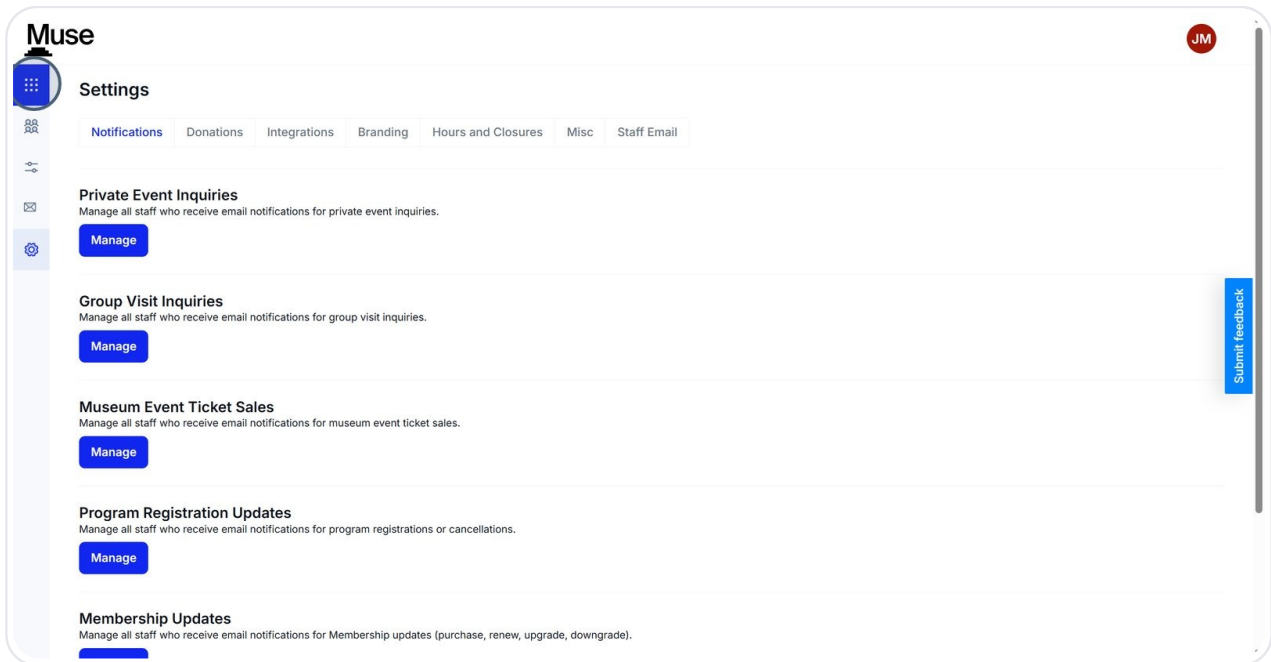


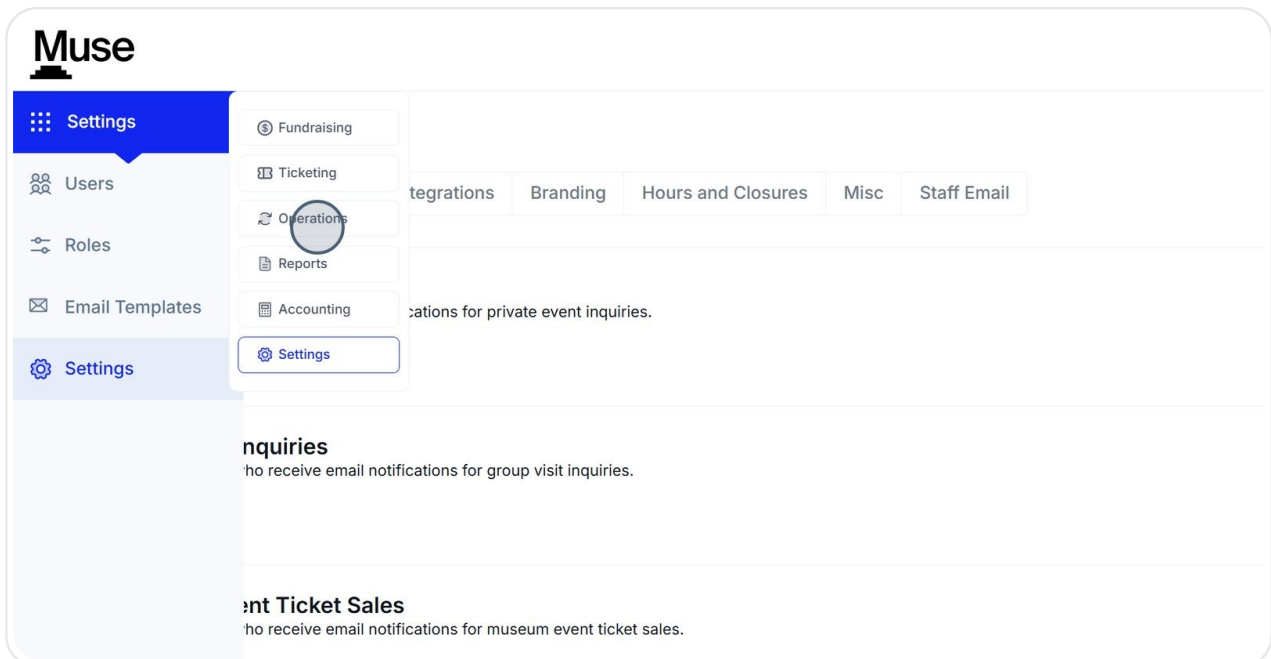


Create and Send an Invoice for a Private Event

1. Start by opening the main navigation menu from the blue North Star icon.



2. Select 'Operations.'



3. Select 'Private Events' from the Operations navigation menu.

Muse JM

Operations Dashboard

Dashboard [Create an inventory item](#) [Blackout calendar dates](#)

Private Events

Group Visits

POS

Reports

Settings

Exhibitions ☒ Group Visits ☒ Private Events ☒ Not Confirmed ☒ Self-Serve Events ☒ Closed / Blackout Dates ☒ Special Hours ☒ Programs ☒ Experiences

July 2026

	MON	TUE	WED	THU	FRI	SAT
29	Italian Glass Exhibition	Italian Glass Exhibition	Dinosaurs Roamed the Earth	Dinosaurs Roamed the Earth	Dinosaurs Roamed the Earth	Dinosaurs Roamed the Earth
30	Dinosaurs Roamed the Earth	Dinosaurs Roamed the Earth	9:00 am - 12:00 pm: Summer Camp Summer Camp - Kids	9:00 am - 3:00 pm: Butterfly Release Event	9:00 am - 12:00 pm: Summer Camp Summer Camp - Teens	
1	12:00 am: Ben Franklin Elementary Group Visit	12:00 am: Sierra Club Group Visit	9:00 am - 12:00 pm: Summer Camp Summer Camp - Teens	9:00 am - 12:00 pm: Summer Camp Summer Camp - Kids		
2	1:00 pm: Test Group Visit		9:00 am - 12:00 pm: Summer Camp Art 101	9:00 am - 12:00 pm: Summer Camp Summer Camp - Teens		
3			3:00 pm - 5:00 pm: Butterfly Release Event			
4						
5						
6	Dinosaurs Roamed the Earth	Dinosaurs Roamed the Earth	Dinosaurs Roamed the Earth	Dinosaurs Roamed the Earth	Dinosaurs Roamed the Earth	Dinosaurs Roamed the Earth
7						
8						
9						
10						
11						

Submit feedback

4. Switch to the Custom Events tab to focus on unique private bookings.

Muse JM

Private Events

Calendar **Custom Events** Self-Serve Events Filter

☒ Private Events ☒ Self-Serve Events ☒ Closed / Blackout Dates ☒ Special Hours

July 2026

SUN	MON	TUE	WED	THU	FRI	SAT
28	29	30	1	2	3	4
5	6	7	8	9	10	11

Submit feedback

5. Click 'Add Event' to create a new private event or venue rental. The following form is the same form your online visitors will complete when submitting a private event request online.

JM

Download

Filters (1)

Form Link

Add Event

Location	Primary Contact	Date	Event Type	Venue	Guests	Status
Software	Ben Wright	8/15/26	Wedding	The Museum Floor	250	In Discussion
Sinai Medical Center	Brandon Weibrecht	12/05/26	Corporate Rental	The Museum Floor	150	Confirmed

Submit feedback

6. Choose a venue that best fits your event needs.

Private Events

Calendar

Custom Events

Self-

List

Setup

Name

Muse Corporate Event

Cedars-Sinai Holiday Party

Submit a Venue Rental Request

Space Preference (Venue)*

Primary Contact First Name*

Primary Contact Last Name*

Primary Contact Email*

Primary Contact Phone Number*

+1

201-555-0123

☒ Billing Contact Same as Primary*

Organization or School Name

Event Type*

7. Enter the primary contact's information for seamless communication.

Muse

Private Events

Calendar Custom Events Self-

List Setup

Name

Muse Corporate Event

Cedars-Sinai Holiday Party

Submit a Venue Rental Request

Space Preference (Venue)*

North Garden

Primary Contact First Name*

Primary Contact Last Name*

Primary Contact Email*

Primary Contact Phone Number*

+1 201-555-0123

☒ Billing Contact Same as Primary*

Organization or School Name

Event Type*

8. Provide the name of the organization or school hosting the event.

Muse

Private Events

Calendar Custom Events Self-

List Setup

Name

Muse Corporate Event

Cedars-Sinai Holiday Party

Submit a Venue Rental Request

Primary Contact First Name*

Jen

Primary Contact Last Name*

Mendoza

Primary Contact Email*

jen.mendoza@musesoftware.ai

Primary Contact Phone Number*

+1 888-555-5555

☒ Billing Contact Same as Primary*

Organization or School Name

Event Type*

Date*

MM/DD/YYYY

Time*

12:00 PM

Duration (Hours)*

9. Select your preferred event date to secure availability.

Muse Corporate Event	Primary Contact Email*	Primary Contact Phone Number*
Cedars-Sinai Holiday Party	jen.mendoza@musesoftware.ai	+1 888-555-5555
	☒ Billing Contact Same as Primary*	
	Organization or School Name	
	Event Type*	
	Wedding	
	Date*	Time*
	MM/DD/YYYY	12:00 PM
	Duration (Hours)*	
	Guest Count (approximate)*	

10. Set your event start time.

Set your ideal event start time.

Primary Contact Email*	Primary Contact Phone Number*	The Museum Floor	250
jen.mendoza@musesoftware.ai	+1 888-555-5555	The Museum Floor	150
☒ Billing Contact Same as Primary*			
Organization or School Name			
Event Type*			
Wedding			
Date*	Time*		
5/15/2027	12:00 PM		
Duration (Hours)*			
Guest Count (approximate)*			

11. Specify how many hours your special occasion will last.

Calendar

Custom Events

Self-

List

Setup

Name

Muse Corporate Event

Cedars-Sinai Holiday Party

Event Type*

Wedding

Date*

5/15/2027

Time*

2:00 PM

Duration (Hours)*

Guest Count (approximate)*

Catering Needs*

Special Requirements*

12. Estimate your guest count to ensure the best event setup.

List

Setup

Name

Muse Corporate Event

Cedars-Sinai Holiday Party

Event Type*

Wedding

Date*

5/15/2027

Time*

2:00 PM

Duration (Hours)*

3

Guest Count (approximate)*

Catering Needs*

Special Requirements*

13.

Muse Corporate Event	Date*	Time*
Cedars-Sinai Holiday Party	5/15/2027	2:00 PM
	Duration (Hours)*	
	3	
	Guest Count (approximate)*	
	150	
	Catering Needs*	
	☐	
	Special Requirements*	
	Additional Information*	

14. Share any extra details or requests for a flawless event.

Muse Corporate Event	150
Cedars-Sinai Holiday Party	Catering Needs*
	N/A
	Special Requirements*
	N/A
	Additional Information*
	☐
	Cancel Submit Request

15. Submit your venue rental request to start the booking process.

Needs*

Requirements*

Information*

Cancel

Submit Request

The Museum Floor	250	In Discussion
The Museum Floor	150	Confirmed

Submit feedback

16. Select the relevant event to view or manage its details.

Self-Serve Events

Download

Filters (1)

Form L

	Organization	Primary Contact	Date	Event Type	Venue	Guests
	Muse Software	Ben Wright	8/15/26	Wedding	The Museum Floor	250
	Cedars-Sinai Medical Center	Brandon Weibrecht	12/05/26	Corporate Rental	The Museum Floor	150
	Jen Mendoza	Jen Mendoza	5/15/27	Wedding	North Garden	150

17. Click 'View Details' for a comprehensive event overview.

contact

Jen Mendoza
jen.mendoza@musesoftware.ai
+18885555555

Location or School Name

Jen Mendoza

Size

150

Needs

N/A

Requirements

N/A

Additional Information

N/A

North Garden

Event Date/Time

5/15/27 from 2:00 pm - 5:00 pm (3 hours)

Close

View Details

The Museum Floor	250	In Discussion
The Museum Floor	150	Confirmed
North Garden	150	New

Submit feedback

18. Switch to the 'Invoices' tab to manage event billing.

Muse

Return to all private events

Jen Mendoza Event New

Event Details

Invoices

Original Inquiry

These are the original details provided by the event organizer for reference.

Final Event Details

Event Name

Jen Mendoza Event

Primary Contact*

Primary Contact First Name*

Jen

Primary Contact Last Name*

Mendoza

View online

19. Start a new invoice for this private event.



Generate an Invoice

You haven't generated an invoice for this event yet.

Create Invoice

20. Add an item or service to your event invoice.

← Return to all private events

Jen Mendoza Event

New

Event Details

Invoices

Generate Private Event Invoice

Organization or School Name

Jen Mendoza

Invoice Details

Line items

Description	Fee	
Add another line item...	\$0.00	✓

Subtotal

Discount

Total

\$0.00

Memo

21. Enter the precise fee for this service or rental.

Generate Private Event Invoice

Organization or School Name

Jen Mendoza

Invoice Details

Line items

Description	Fee	
Wedding - Space Rental	\$0.00	☒

Subtotal

Discount

Total

\$0.00

Memo

22. Confirm this line item to include it in the invoice.

Generate Private Event Invoice

Organization or School Name

Jen Mendoza

Invoice Details

Line items

Description	Fee	
Wedding - Space Rental	\$3,000.00	☒

Subtotal

Discount

Total

\$0.00

Memo

Submit feedback

23. Use the memo field to highlight important invoice notes.

Subtotal

\$3,000.00

Discount

Total

\$3,000.00

Memo

Payment Terms

Payment Due Date*

7/30/2026

Internal Notes

24. Add or revise the payment terms for clear agreement.

Discount

Total

\$3,000.00

Memo

This invoice covers the full amount to rent the space for 3 hours.

Payment Terms

Payment Due Date*

7/30/2026

Internal Notes

25. Set the payment due date to make tracking easy.

Memo

This invoice covers the full amount to rent the space for 3 hours.

Payment Terms

Pay within 30 days of receipt

Payment Due Date*

7/30/2026

Internal Notes

CancelGenerate

26. Click Generate to create your professional invoice.

oice covers the full amount to rent the space for 3 hours.

erms

in 30 days of receipt

ie Date*

26

ies

CancelGenerate

Submit feedback

↑

27. You can choose to download the invoice to PDF if you wish to mail or email to the patron, or share the invoice instantly with your client or team.

Muse

JM

← Return to all invoices

Jen Mendoza Event New

Save as PDF

Share Invoice

TMC

Invoice

Jen Mendoza Event

Invoice no.
RBCRM7JX-0001

Invoice date
July 30, 2026

Due Date
August 27, 2026

Recipient

Jen Mendoza

Jen Mendoza

jen.mendoza@musesoftware.ai

+18885555555

Memo

This invoice covers the full amount to rent the space for 3 hours.

Description

Amount

Submit feedback

28. Copy the invoice payment link for quick, secure sharing.

☆

👤

📅

📄

⚙️

RBCRM7JX-0001

Invoice date
July 30, 2026

Due Date
August 27, 2026

Memo
This invoice covers the full amount to rent the space for 3 hours.

Description
Wedding - Space Rental

Payment terms
Pay within 30 days of receipt

Due Date: 8/26/26

We kindly ask you to proceed with the payment by the due date mentioned above. Payment instructions are included in the invoice document.

Should you have any questions or need additional information, please don't hesitate reach out. We appreciate your cooperation and look forward to continuing our collaboration.

Best regards,
The Muse Collective

Invoice Payment Link

Cancel

Save

29. Send the invoice directly to your recipient. The invoice will include a payment link.

ask you to proceed with the payment by the due date mentioned above. Payment instructions are included in the invoice document.

If you have any questions or need additional information, please don't hesitate to contact us. We appreciate your cooperation and look forward to continuing our partnership.

Sincerely,
Muse Collective

[Payment Link](#)

Cancel

Send

	Amount
	\$3,000.00
Subtotal	\$3,000.00
Total	\$3,000.00

Submit feedback

30. Return to your full invoice list to manage more invoices.

Muse

← Return to all invoices

Jen Mendoza Event New



Invoice

Jen Mendoza Event

Invoice no.
RBCRM7JX-0001

Recipient

Jen Mendoza

31. Choose 'Edit' to update the payment status of the invoice. You also have the option to save to PDF or resend the invoice.

Create Invoice

	Created Date	Amount	Notes	Status	
	7/30/26	\$3,000.00		Unpaid	Edit Save as PDF Share invoice

Submit feedback

32. Change the invoice status as payments are received.

ent New

invoices

Edit Invoice Status

Unpaid

Paid

Partial

Cancelled

Cancel

Save changes

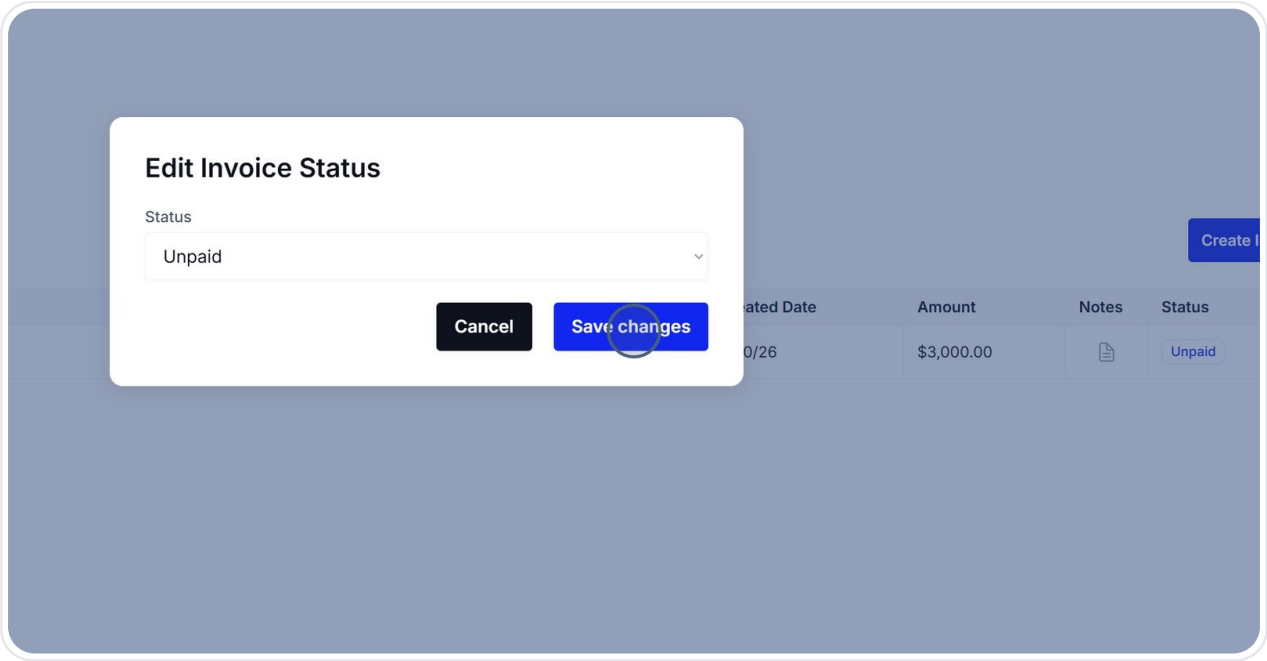
Created Date

Amount

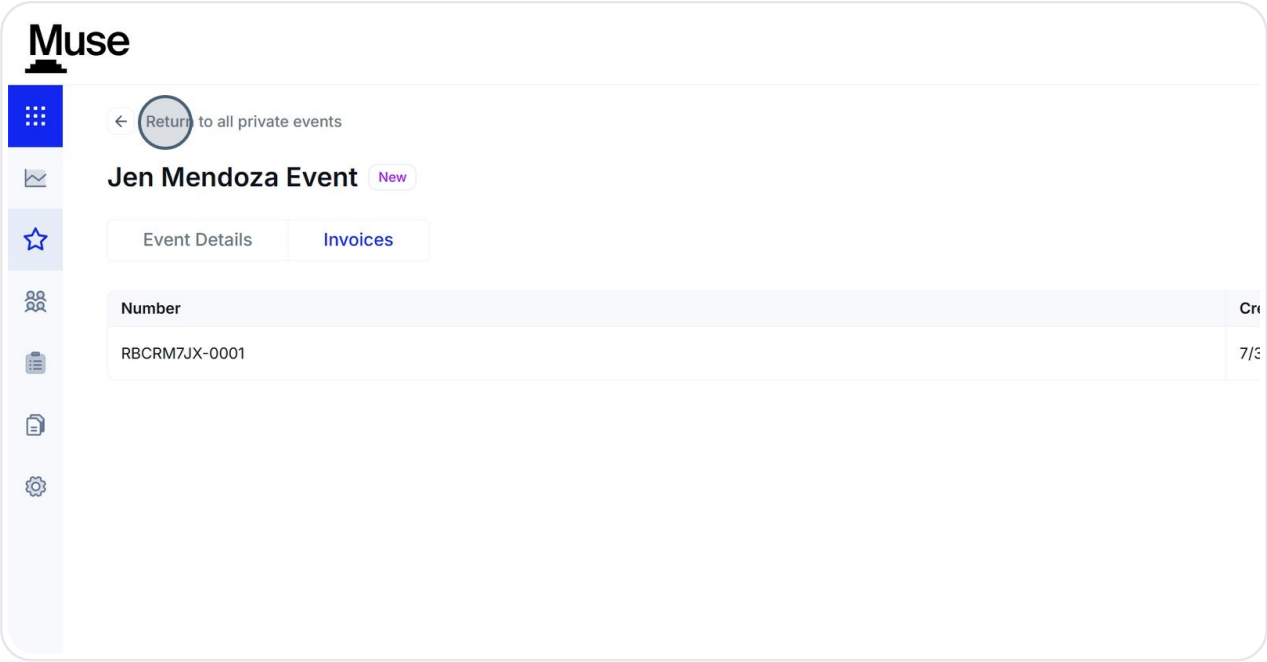
0/26

\$3,000.00

33. Save changes when finished.



34. Return to the list of all private events to view or manage others.



35. Select the event to revisit or review its details.

Muse

Private Events

CalendarCustom EventsSelf-Serve Events

ListSetup

Filters (1)

Form Link

Add Event

Name	Organization	Primary Contact	Date	Event Type	Venue	Guests	Status
Muse Corporate Event	Muse Software	Ben Wright	8/15/26	Wedding	The Museum Floor	250	In Discussion
Cedars-Sinai Holiday Party	Cedars-Sinai Medical Center	Brandon Weibrecht	12/05/26	Corporate Rental	The Museum Floor	150	Confirmed
Jen Mendoza Event	Jen Mendoza	Jen Mendoza	5/15/27	Wedding	North Garden	150	New

Submit feedback

36. Click 'View Details' for an instant event summary.

Primary Contact

Jen Mendoza
jen.mendoza@musesoftware.ai
+18885555555

Organization or School Name

Jen Mendoza

Guests

150

Special Needs

N/A

Requirements

N/A

Additional Information

N/A

Venue

North Garden

Scheduled Date/Time

5/15/27 from 2:00 pm - 5:00 pm (3 hours)

Close

View Details

The Museum Floor	250	In Discussion
The Museum Floor	150	Confirmed
North Garden	150	New

Submit feedback

37. Switch to 'Event Details' if you need to adjust or review event specifics.

Muse

JM

← Return to all private events

Jen Mendoza Event

New

Event Details

Invoices

Create Invoice

Number	Created Date	Amount	Notes	Status
RBCRM7JX-0001	7/30/26	\$3,000.00		Unpaid

Submit feedback

38.

Space Preference (Venue)*

North Garden

Number of hours to block for this venue on the calendar before the event

0.0

Number of hours to block for this venue

0.0

Start Date*

5/15/2027

Start Time*

2:00 PM

End Date*

5/15/2027

Status*

New

39.

event

Number of hours to block for this venue on the calendar after the event

0.0

;

End Date*

End Time*

M

5/15/2027

5:00 PM

Cancel

Save Changes

Submit feedback

↑