

Madison Union – Grafton Stovall Theatre (11/18)

Event Services: 540.568.5555 | Scheduling: 540.568.6330 | Email: madisonunion@jmu.edu | MSC 3506

EVENT INFORMATION

Event Title: _____

Event Date(s): _____

Event Time: _____ am / pm _____ am / pm

****NOTE: This is the actual time of your event and does not include set-up time**** Customer setup time must be scheduled ahead of time in EMS

CONTACT INFORMATION

Org./Dept. Name: _____

Contact/N&B Name: _____ Contact/N&B Phone #: _____

Onsite Contact: _____ Onsite Contact Phone #: _____

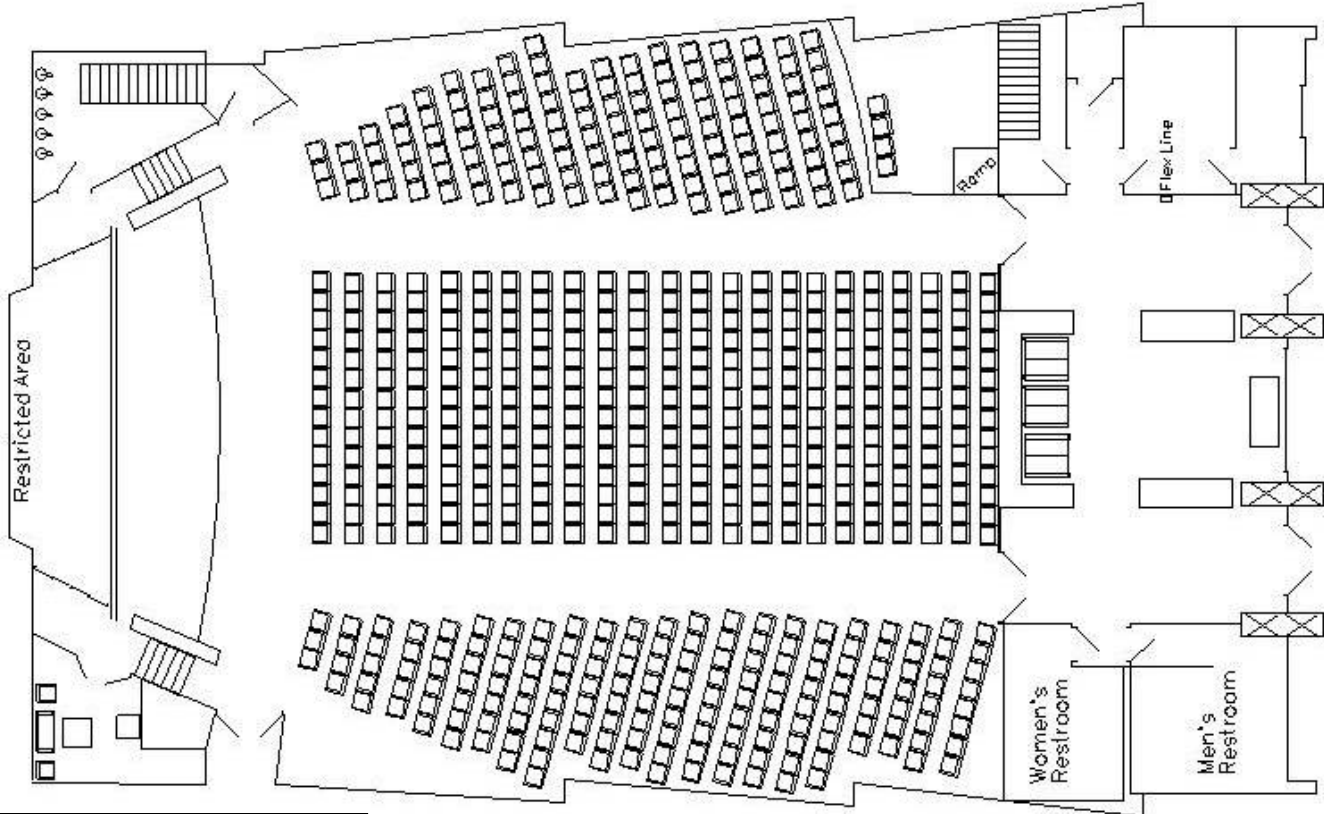
If different from above

EVENT DETAILS

Additional Equipment: Please indicate on the diagram where you would like your equipment placed

- | | |
|--|----------------------------------|
| <input type="checkbox"/> Media Cart (includes: PC with Wireless Keyboard & Mouse, Document Cam, DVD, VCR, & LCD Projector) | _____ Corded Mics (max 6) |
| <input type="checkbox"/> Podium (max 1) <input type="checkbox"/> w/ Mic (max 1) | _____ Chairs on Stage (max 10) |
| <input type="checkbox"/> Wireless Mics (max 4): ___ Handheld Mics ___ Lapel Mics | _____ 8' Tables on Stage (max 3) |
| <input type="checkbox"/> Amp (max 1) | |
| <input type="checkbox"/> Keyboard (max 1) | |

Notes: _____



Stage dimensions: 32'ft X 14.5'ft
Max seating: 555

Madison Union Event Services Use Only:
 Ref#: _____ DATE REC: _____ INT: _____ BM's Approval: _____
 Additional Customer Setup Time: START _____ END _____
 Details For Setup (early arrival): _____