

# Madison Union 206 (10/18)

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 #: \_\_\_\_\_

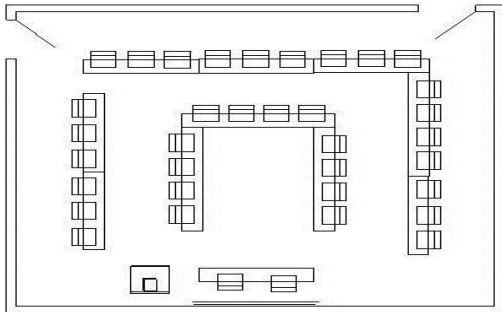
*If different from above*

## EVENT DETAILS

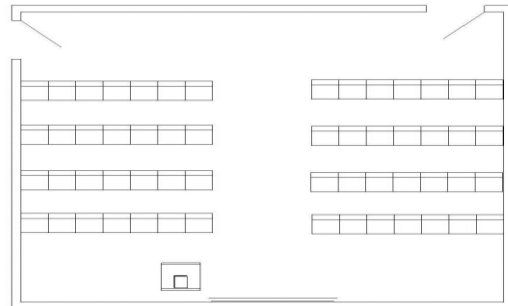
*Included In Space: Fixed Lectern, PC (or Laptop connection w/audio), 80" Flat Panel, DVD, Sound System, Two White Boards*

Additional Equipment (lectern, easels, flip charts, sign stanchions) may be available and must be requested from MU Resources in Virtual EMS: Please indicate on the diagram where you would like the equipment placed.

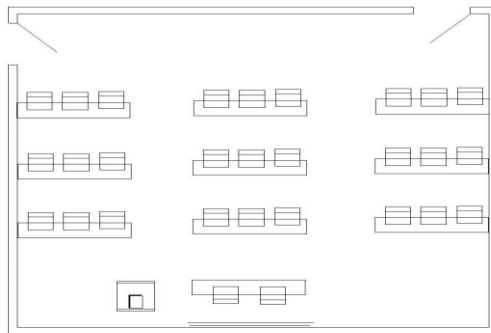
Notes: \_\_\_\_\_



Double U Style (max 34)  
Estimated Attendance: \_\_\_\_\_



Theater Style (max 56)  
Estimated Attendance: \_\_\_\_\_



Classroom Style (max 27)  
Estimated Attendance: \_\_\_\_\_

*Madison Union Event Services Use Only:*

Ref#: \_\_\_\_\_ DATE REC: \_\_\_\_\_ INT: \_\_\_\_\_ BM's Approval: \_\_\_\_\_

Additional Customer Setup Time: START \_\_\_\_\_ END \_\_\_\_\_

Details For Setup (early arrival): \_\_\_\_\_