

Madison Union 256 (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

Included In Space: PC (or Laptop connection w/audio), LCD Projector, DVD, White Board

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

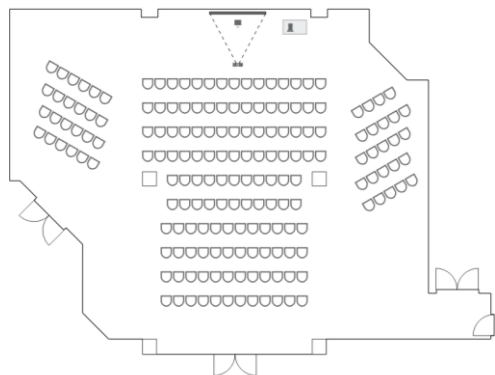
- ____ Wireless Mic (max 2) ____ Lapel Mic (max 2)
- ____ Coat Rack (max 2) ____ 10' Pipe & Drape (max 10)
- ____ Portable Dry Erase Boards (max 2)
- ____ Portable Lectern (max 1)

Notes: _____

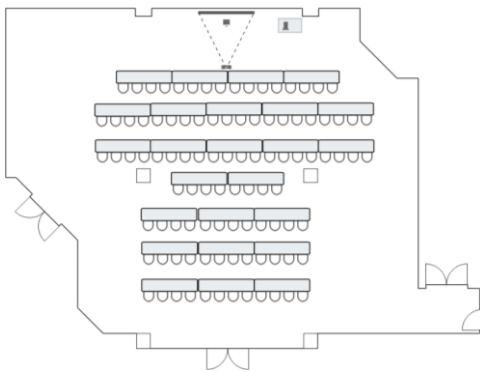
Create Your Own: Please indicate on the diagram where you would like the equipment placed

- ____ 8' Tables (max 41) ____ 5' Round Tables (max 17)
- ____ Chairs (max 180)

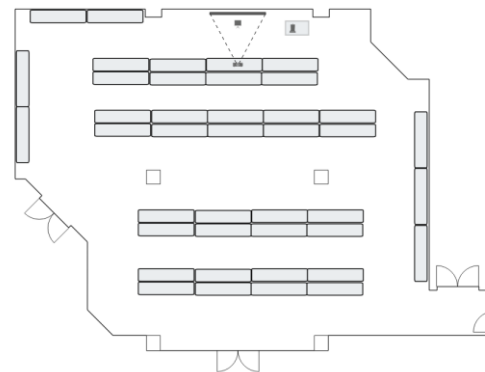
Notes: _____



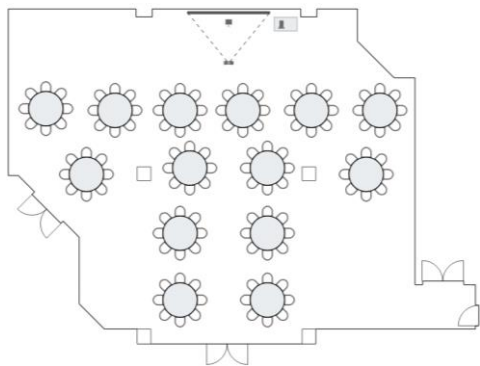
Theater (max 180)
Estimated Attendance: _____



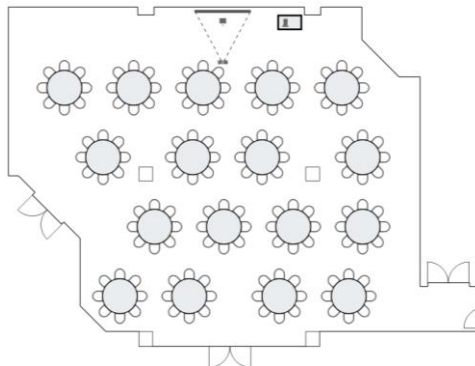
Classroom (max 108)
Estimated Attendance: _____



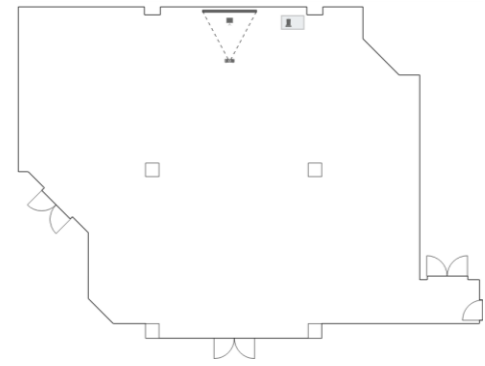
Poster Fair (max 41 tables)
Estimated Attendance: _____



Banquet - presentation (max 112)
Estimated Attendance: _____



Banquet - no presentation (max 136)
Estimated Attendance: _____



Create Your Own
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): _____