

Madison Union 306/404 (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

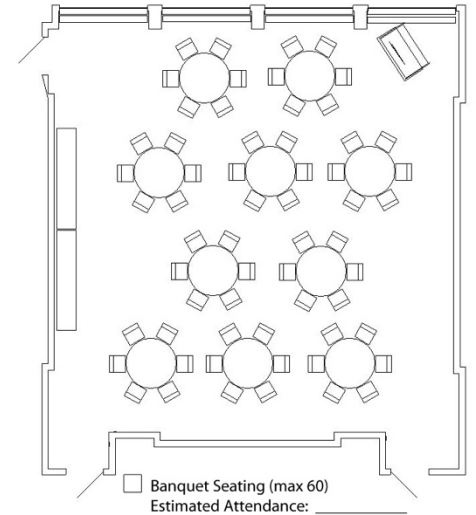
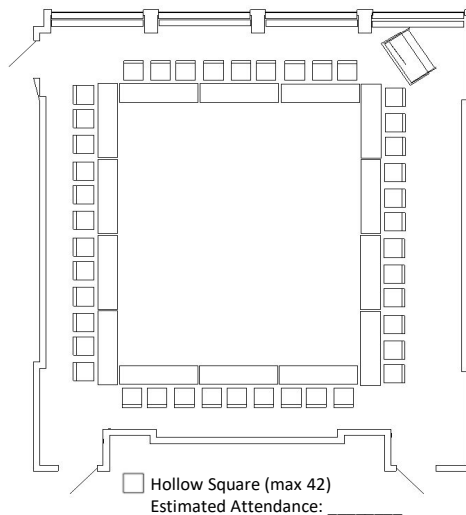
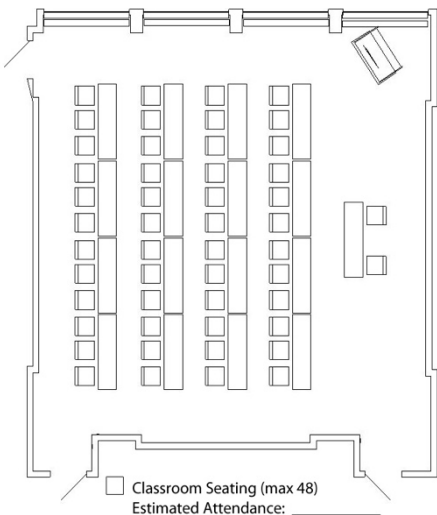
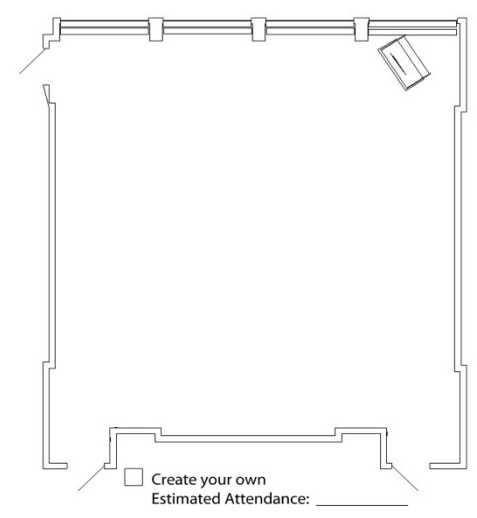
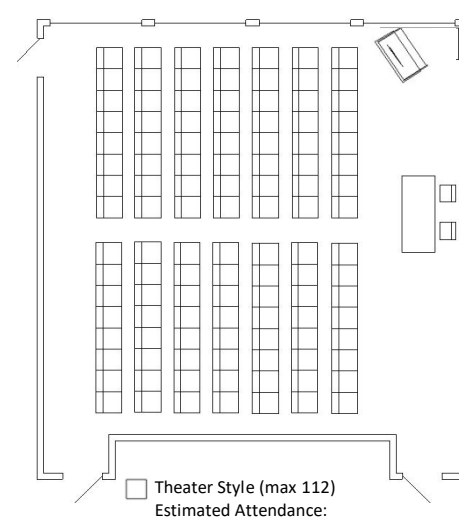
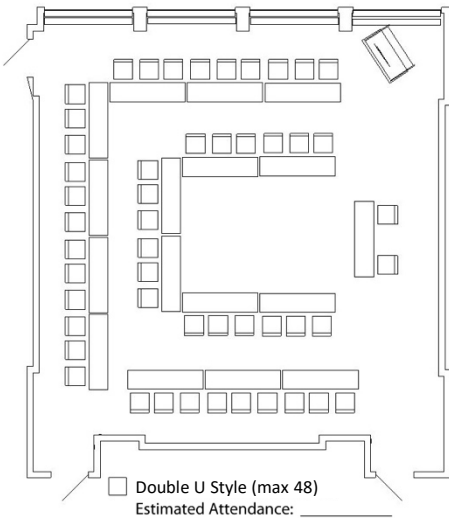
Included In Space: Fixed Lectern, PC (or Laptop connection w/audio), LCD Projector, DVD, White Board

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

____ 6' Tables (max 18) ____ 4' Round Tables (max 10)

____ Chairs (max 112)

Notes: _____



Madison Union Event Services Use Only:

Ref#: _____ DATE REC: _____ INT: _____ BM's Approval: _____

Additional Customer Setup Time: START _____ END _____

Details For Setup (early arrival): _____