

Madison Union 405 (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: Piano, PC (or Laptop connection w/audio), LCD Projector, DVD, Sound System

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

Podium (max 1) Wireless Mic (max 1)

Coat Rack (max 1)

Portable Lectern (max 1)

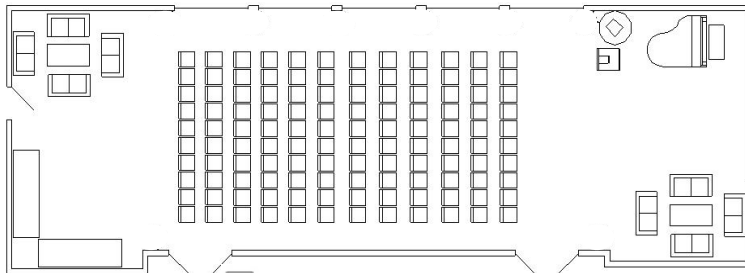
Notes: _____

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

_____ 8' Tables (max 20) _____ 4' Round Tables (max 12)

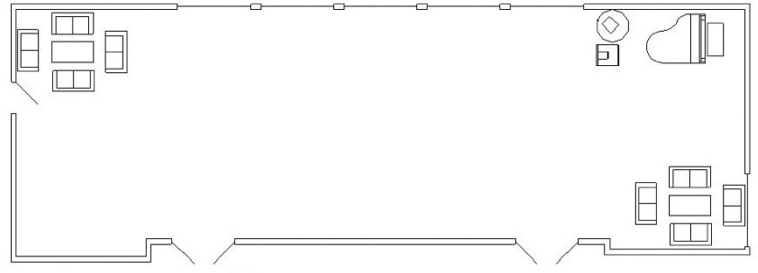
_____ Chairs (max 120)

Notes: _____



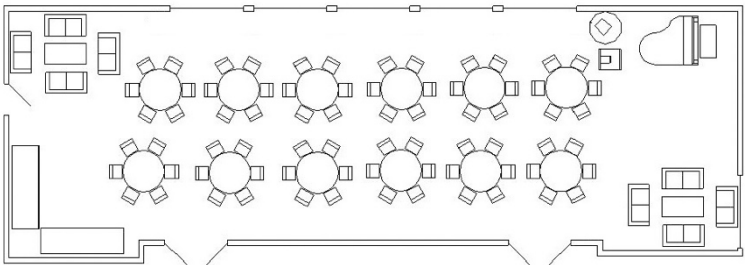
Theater Style (max 120)

Estimated Attendance: _____



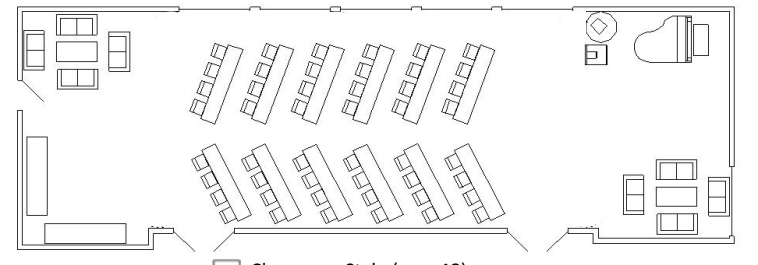
Create your own

Estimated Attendance: _____



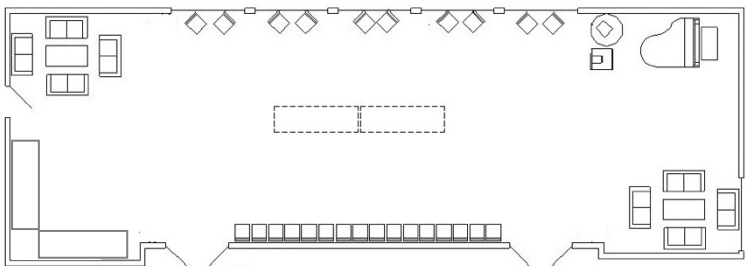
Banquet Seating (max 72)

Estimated Attendance: _____



Classroom Style (max 48)

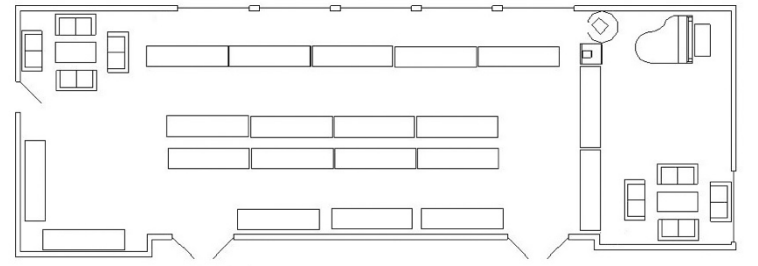
Estimated Attendance: _____



Standard (max 150)

Reception (max 150)

Estimated Attendance: _____



Fair Setup (max 20)

of tables needed: _____

Madison Union Event Services Use Only:

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

Additional Customer Setup Time: START _____ END _____

Details For Setup (early arrival): _____