**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 on stage*

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

- 8’ Food Tables (max 2)
- Projector (max 1)
- Corded Mic (max 4)
- Wireless Mic (max 2)
- 10’ Pipe & Drape (max 3)
- Sound System & Engineer for band (requires 2 weeks notice to schedule)

Notes: _______________________________________________________________________________________

**Taylor Down Under comes “as is” with the exception of additional food tables**

**Floor Plan:**

- TDU Front Entrance
- Event Management
- Computer Lab
- Recliner Lounge
- Elevator
- Womens Restroom
- Mens Restroom
- Auntie Anne’s
- Stage dimensions: 17.8’ft X 12.6’ft
- Max seating: 150

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**Madison Union Event Services Use Only:**

Ref#: ____________________________  
DATE REC: ____________________________  
INT: ____________________________  
BM’s Approval: ____________________________

Additional Customer Setup Time: START ____________ END ____________

Details For Setup (early arrival): ____________________________________________