

# Madison Union – Memorial Hall Auditorium (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

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

Media Cart (includes: PC with Wireless Keyboard & Mouse, Document Cam, DVD, VCR, & LCD Projector)

Podium (max 1)  w/ Mic (max 1)

\_\_\_\_\_ Corded Mics (max 6)

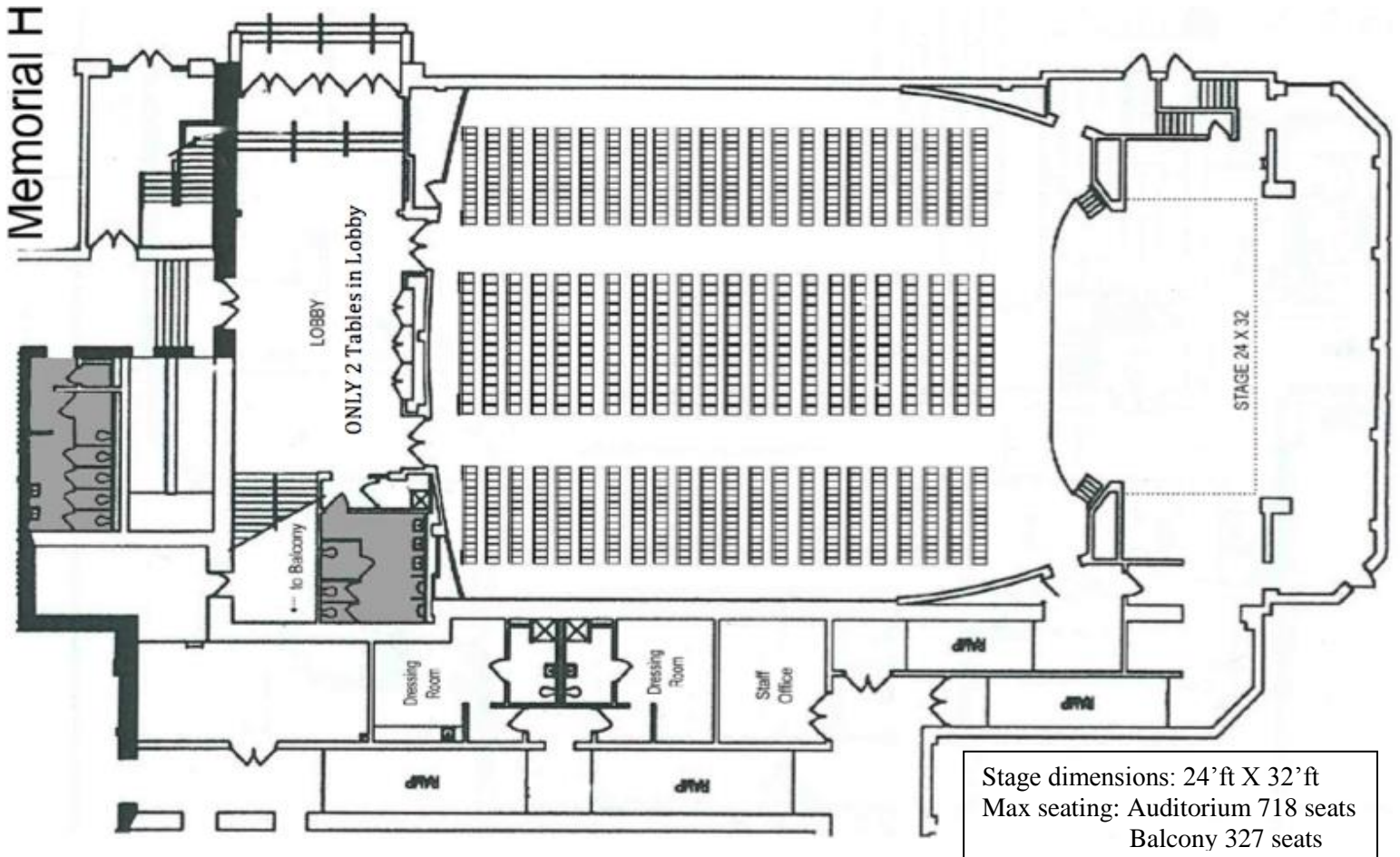
Unlock:  Balcony and/or  Dressing Rooms

\_\_\_\_\_ Chairs on Stage (max 10)

Piano – Baby Grand (max 1)

\_\_\_\_\_ 10' Tables on Stage (max 5)

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): \_\_\_\_\_