**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 #: __________

**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)  _____ Wireless Mic (max 2)

____ 10’ Pipe & Drape (max 3)  □ Sound Engineer to run your performance (requires 2 weeks notice to schedule)

Notes: ______________________________________________________________________________

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

Stage dimensions: 17.8’ft X 12.6’ft
Max seating: 150

Madison Union Operations Use Only:
Ref#: __________________ DATE REC: ___________ INT: ___________ BM’s Approval: ______________________

Additional Customer Setup Time: START__________ END_____________

Details For Setup (early arrival): ____________________________________________________________________________