

Madison Union – Taylor Down Under (11/18)

Event Services: 540.568.5555 | Scheduling: 540.568.6330 | Fax: 540.568.6444 | 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 on stage

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

_____ 8' Food Tables (max 2)

Projector (max 1)

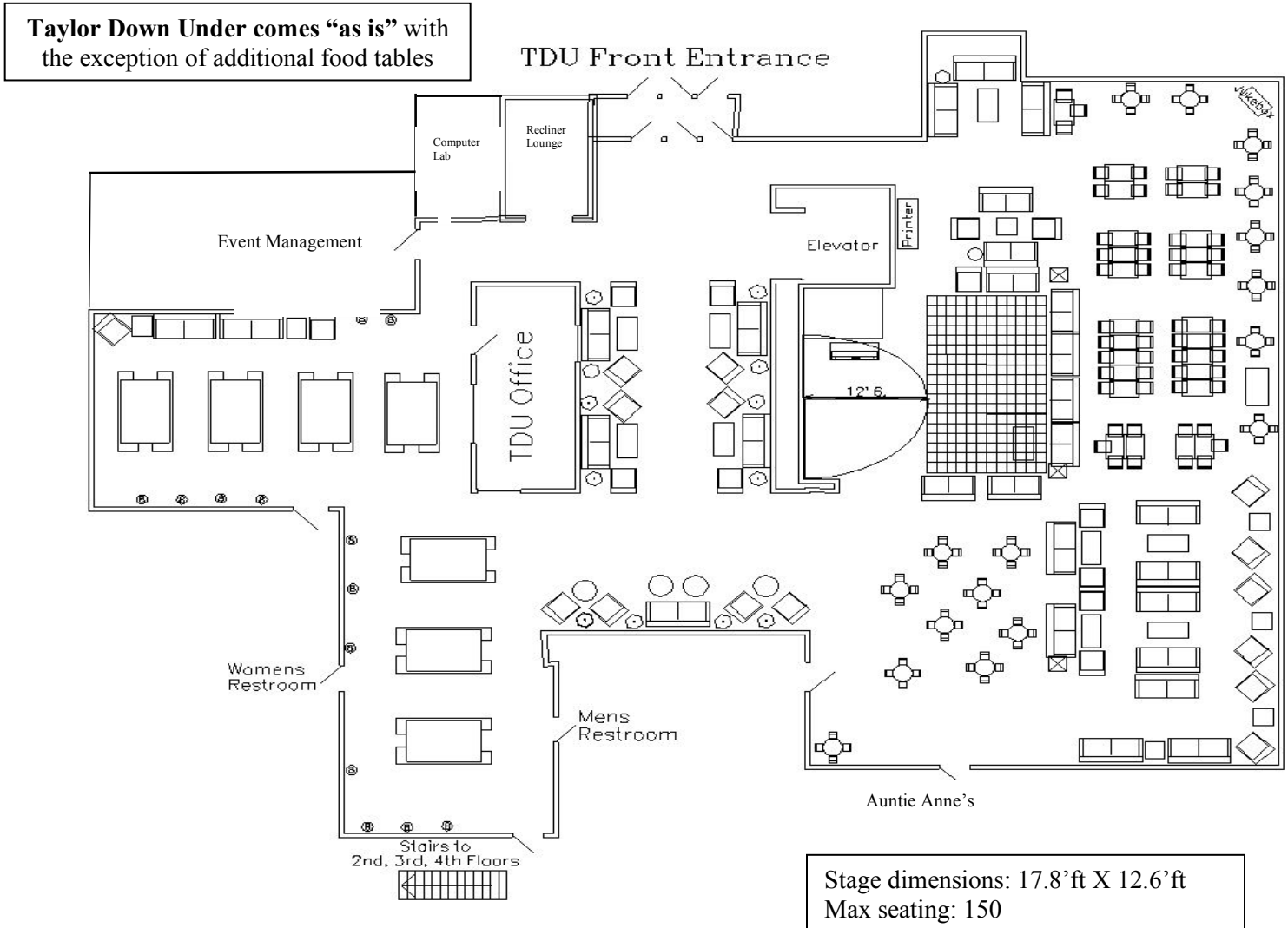
_____ Corded Mic (max 4)

_____ Wireless Mic (max 2)

_____ 10' Pipe & Drape (max 3)

Sound System & Engineer for band (requires 2 weeks notice to schedule)

Notes: _____



Madison Union Event Services Use Only:

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

Additional Customer Setup Time: START _____ END _____

Details For Setup (early arrival): _____