

Taylor 405

Event Services: (540) 568-5555 | Scheduling: (540) 568-6330 | Email: theunion@jmu.edu | MSC 3506

Once completed: Save pdf as "reservation# - name of event"

EVENT INFORMATION

Event Title: _____

Event Date(s): _____ Reservation #: _____

Event Start Time: _____ a.m. p.m. Event End Time: _____ a.m. p.m.

****NOTE: This is the actual time of your event and does not include set-up.** Customer setup time must be scheduled ahead of time in EMS.**

CONTACT INFORMATION

Org./Dept. Name: _____

Contact/SEP Name: _____ Contact/SEP Phone #: _____

Onsite Contact: _____ Onsite Contact Phone #: _____
If different from above

EVENT DETAILS

Included Equipment: Equipment listed below cannot be removed or moved from Taylor 405.

DVD, Fixed Lectern, HoverCam, PC (or laptop connection with audio), Piano, Projector and Sound System.

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

Podium (max 1) Coat Rack (max 1) Portable Lectern (max 1) Wireless Mic (max 1)

In this room, handheld microphones are the only wireless mics available for use.

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

_____ 8' Tables (max 20) _____ 5' Round Tables (max 9) _____ Chairs (max 120)

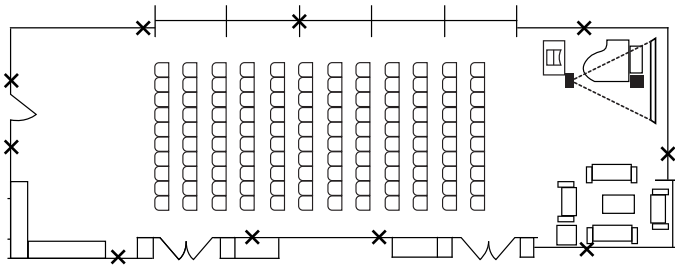
Additional notes for event details:

Continue to next page

DIAGRAMS

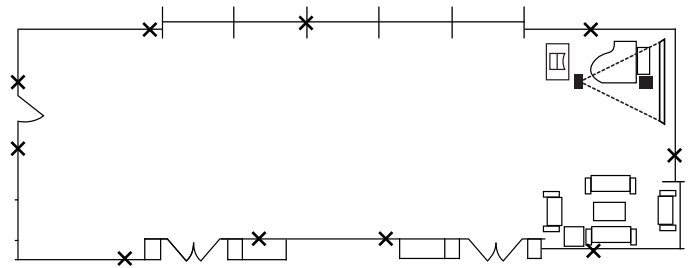
Please select only **one** room diagram from the available diagrams below.

All **X**'s on each diagram represent where the three pronged outlets are in Taylor 405. Each **X** has two plug-ins.



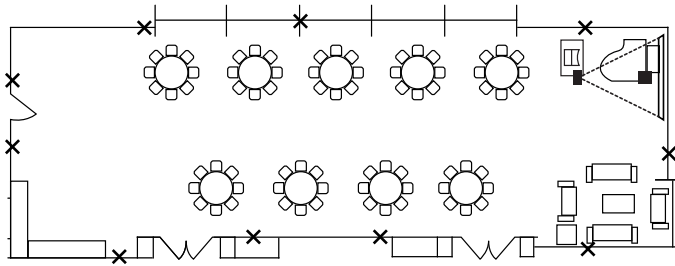
Theater Style (max 120)

Estimated Attendance: _____



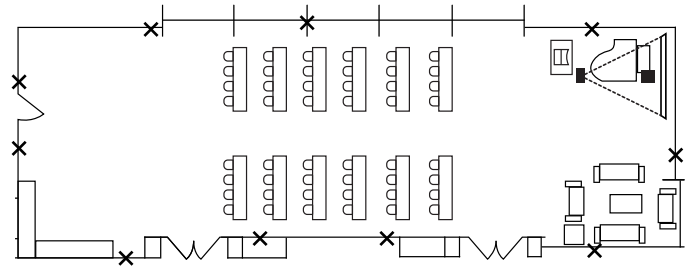
Create your own

Estimated Attendance: _____



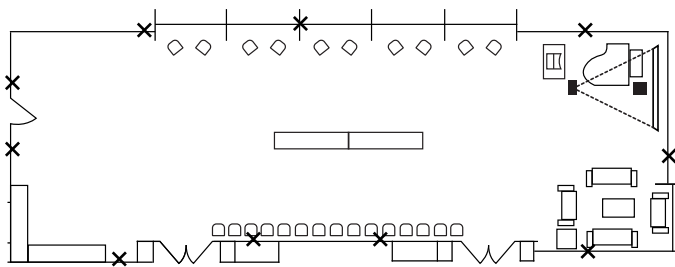
Banquet Style (max 72)

Estimated Attendance: _____



Classroom Style (max 48)

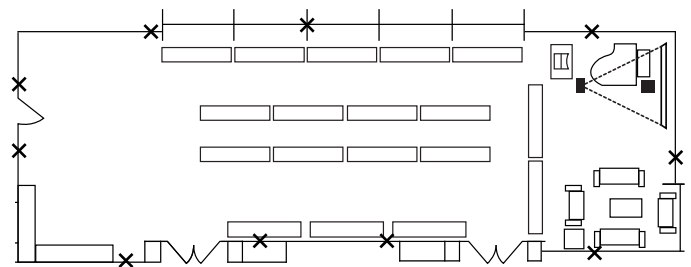
Estimated Attendance: _____



Standard Style (max 150)

Reception Style (max 150)

Estimated Attendance: _____



Fair Setup Style (max 20)

Estimated Attendance: _____

Additional notes for selected diagram:

Please reach out to **theunion@jmu.edu** for any additional questions or potential requests.