

# Warren 256

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 256.

DVD, Fixed Lectern, HoverCam, LCD Projector, PC (or laptop connection with audio), and White Board.

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

\_\_\_\_ Wireless mic (max 2)    \_\_\_\_ Lapel mic (max 2)    \_\_\_\_ Coat rack (max 2)    \_\_\_\_ 10' pipe and drape (10)

\_\_\_\_ Portable lectern (max 1)    \_\_\_\_ Portable Dry Erase boards (max 2)

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

\_\_\_\_ 8' Tables (max 41)    \_\_\_\_ 5' Round Tables (max 17)    \_\_\_\_ Chairs (max 180)

**Additional notes for event details:**

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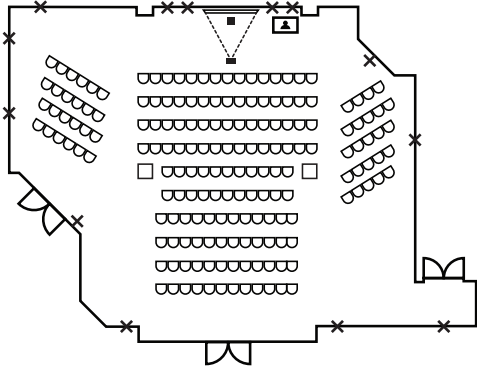
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**Continue to next page**

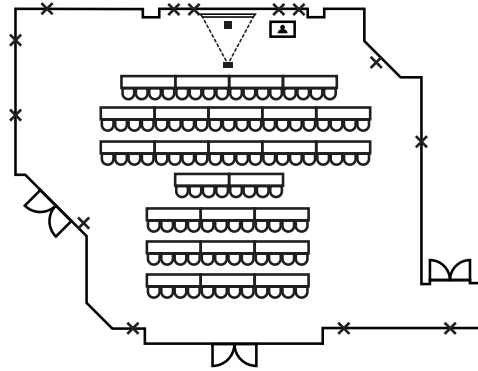
# DIAGRAMS

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

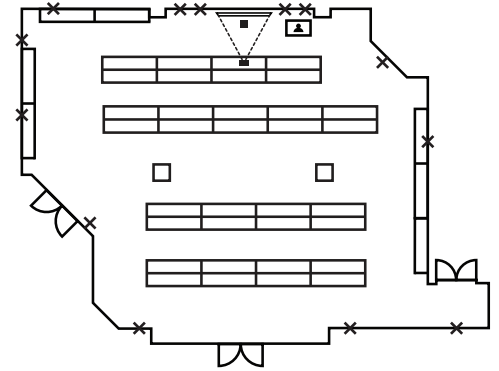
All X's on each diagram represent where the three pronged outlets are in Warren 256. Each X has two plug-ins.



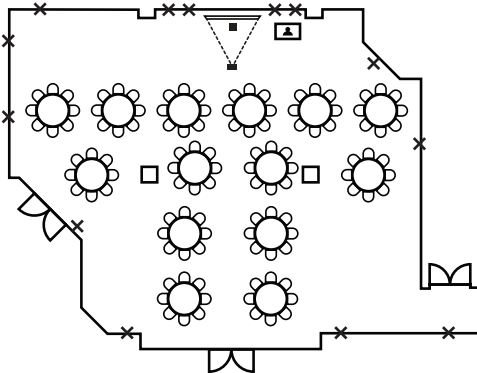
**Theater Style (max 180)**  
Estimated Attendance: \_\_\_\_\_



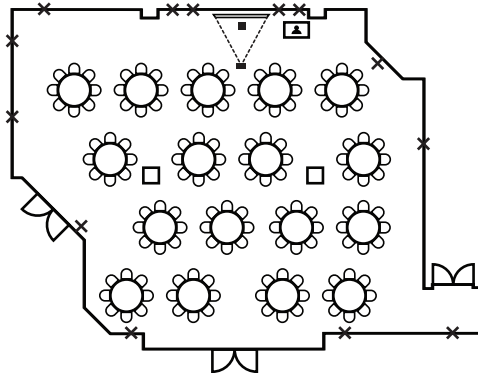
**Classroom (max 108)**  
Estimated Attendance: \_\_\_\_\_



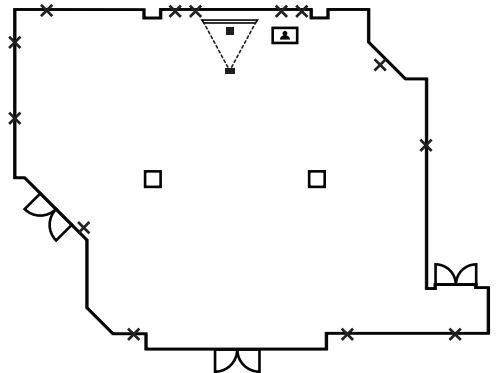
**Poster Fair (max 41 tables)**  
Estimated Attendance: \_\_\_\_\_



**Banquet-Presentation (max 112)**  
Estimated Attendance: \_\_\_\_\_



**Banquet (max 136)**  
Estimated Attendance: \_\_\_\_\_



**Create Your Own**  
Estimated Attendance: \_\_\_\_\_

## Additional notes for selected diagram:

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