

# The Union – Taylor Down Under (8/23)

Event Services: 540.568.5555 | Scheduling: 540.568.6330 | Email: theunion@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 #: \_\_\_\_\_

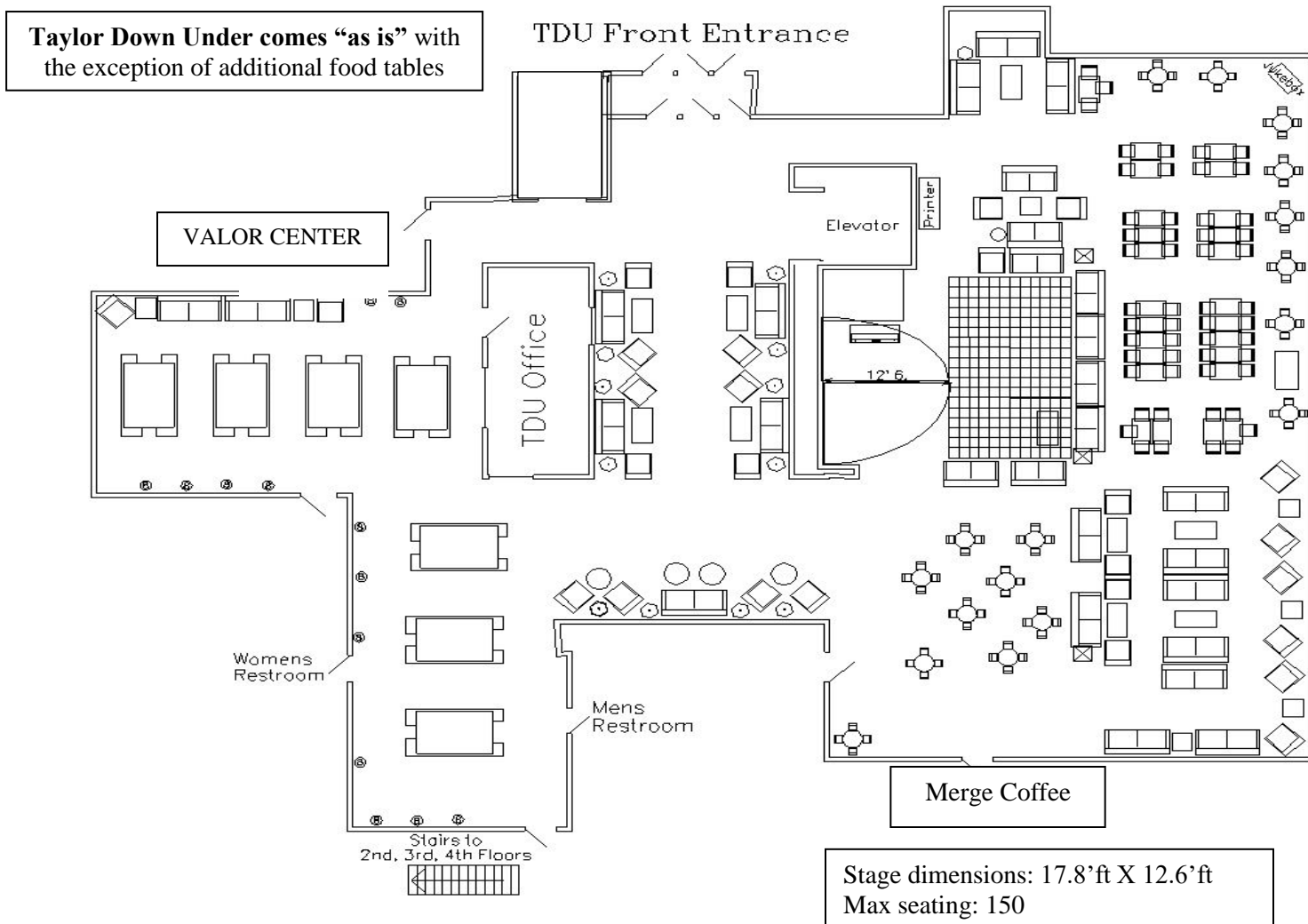
If different from above

## EVENT DETAILS

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

- \_\_\_\_\_ 8' Food Tables (max 2)       Projector (max 1)      \_\_\_\_\_ Wired Mic (max 2)      \_\_\_\_\_ Wireless Mic (max 2)
- \_\_\_\_\_ 10' Pipe & Drape (max 3)       Sound System & Engineer for band (requires 3 weeks notice to schedule)

Notes: \_\_\_\_\_



*The Union Event Services Use Only:*

Ref#: \_\_\_\_\_ DATE REC: \_\_\_\_\_ INT: \_\_\_\_\_ BM's Approval: \_\_\_\_\_

Additional Customer Setup Time: START \_\_\_\_\_ END \_\_\_\_\_

Details For Setup (early arrival): \_\_\_\_\_