

The Union – Memorial Hall Auditorium (08/21)

Event Services: 540.568.5555 | Scheduling: 540.568.6330 | Email: theunion@jmu.edu | MSC 3506

*****NO FOOD OR DRINK PERMITTED*****

EVENT INFORMATION

Event Title _____
 Event Date(s): _____

****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

Event Time: _____ am / pm _____ am / pm

CONTACT INFORMATION

Org./Dept. Name: _____
 Contact/N&B Name: _____ Contact/N&B Phone #: _____
 Onsite Contact: _____ Onsite Contact Phone #: _____
If different from above

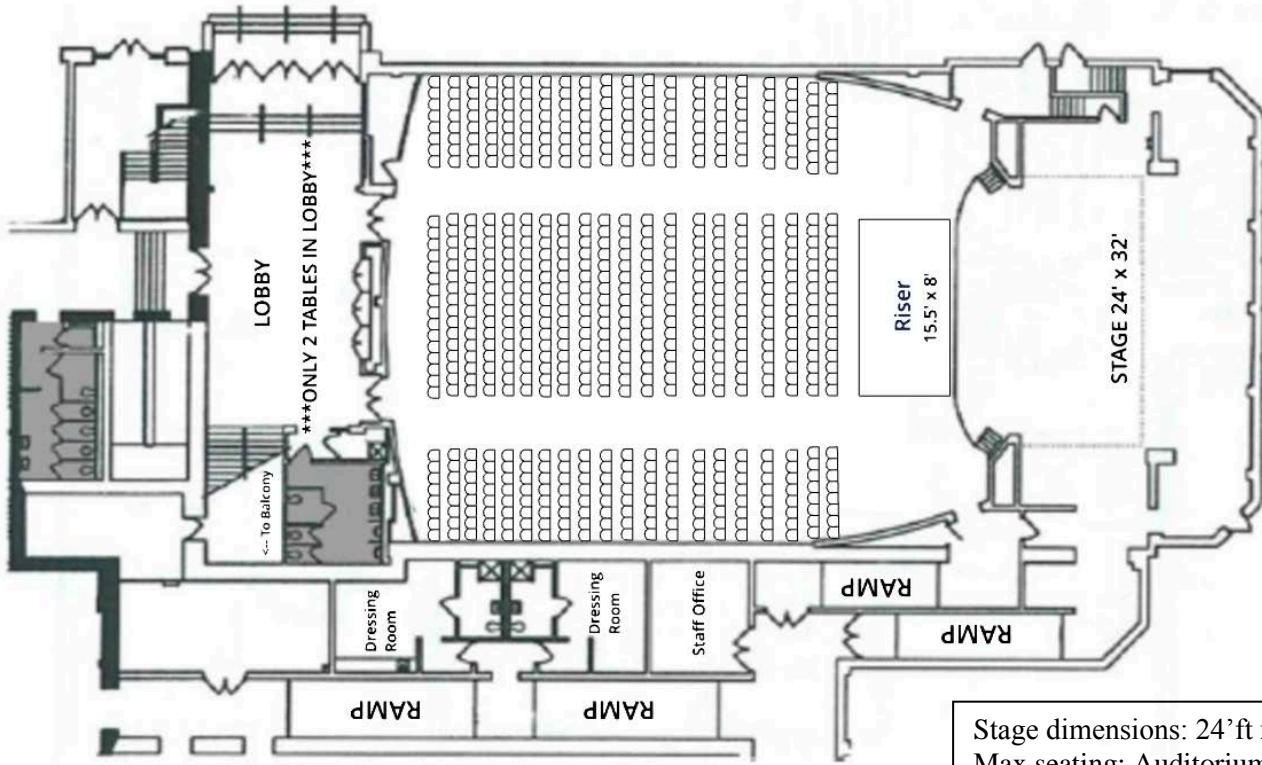
EVENT DETAILS

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

Media Cart (includes: PC with Wireless Keyboard & Mouse, Document Cam, DVD, VCR, & LCD Projector)
THIS ITEM IS FIXED AND CANNOT BE MOVED.

- | | | | |
|--|---|-----------------------------------|-----------------------------|
| <input type="checkbox"/> Podium (max 1) | <input type="checkbox"/> w/ Mic (max 1) | _____ Corded Mics (max 6) | Wireless Mics (Max 4 Total) |
| <input type="checkbox"/> Unlock: <input type="checkbox"/> Balcony and/or <input type="checkbox"/> Dressing Rooms | | _____ Chairs on Stage (max 10) | _____ Handheld (max 4) |
| <input type="checkbox"/> Piano – Baby Grand (max 1) | | _____ 10' Tables on Stage (max 5) | _____ Lapel Mic (max 1) |
| | | | _____ Headset Mic (max 1) |

Notes: _____



Stage dimensions: 24'ft x 32'ft
 Max seating: Auditorium 718 seats
 Balcony 327 seats

The Union Event Services Use Only:
 Ref#: _____ DATE REC: _____ ESA INT: _____ BM's Approval: _____
 Additional Customer Setup Time: START _____ END _____
 Details For Setup (early arrival): _____