

Taylor 206

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 206.

80" Television attached to tower, DVD, Fixed Lectern, HoverCam, PC (or laptop connection with audio) and White Board.

For Taylor 206, no microphones, wireless or lapel, are available for use.

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

_____ Chairs (max 56) _____ 6' tables (max 9) _____ Cresent tables (max 10) _____ 4' Round Tables (max 5)

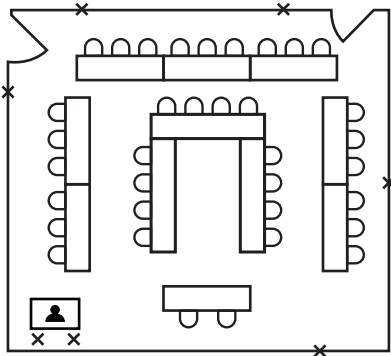
Additional notes for event details:

Continue to next page

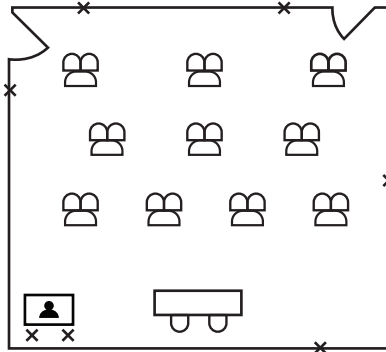
DIAGRAMS

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

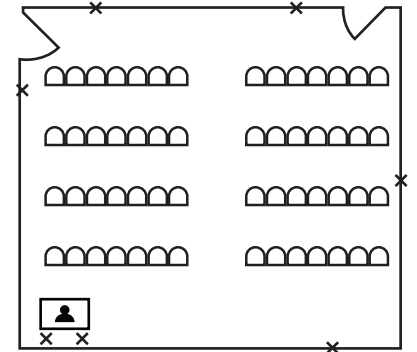
All **X**'s on each diagram represent where the three pronged outlets are in Taylor 206. Each **X** has two plug-ins.



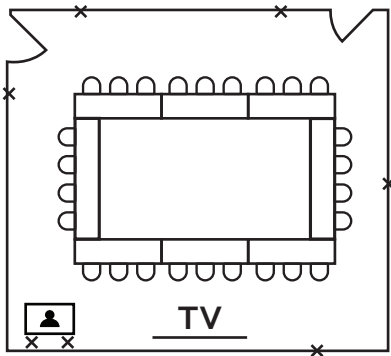
Double U Style (max 35)
Estimated Attendance: _____



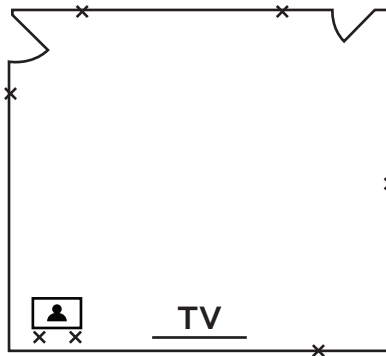
Crescent Style (max 22)
Estimated Attendance: _____



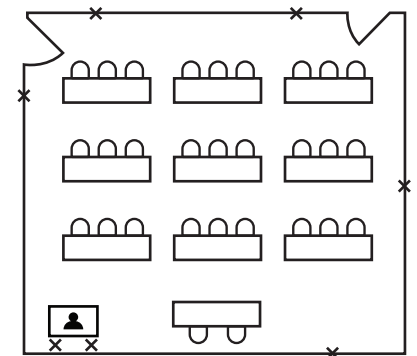
Theater Style (max 56)
Estimated Attendance: _____



Hollow Square Style (max 26)
Estimated Attendance: _____



Create Your Own
Estimated Attendance: _____



Classroom Style (max 29)
Estimated Attendance: _____

Additional notes for selected diagram:

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