

Taylor 306/404

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 306.

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

For Taylor 306, no microphones, wireless or lapel, are available for use.

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

_____ 6' Tables (max 18) _____ 4' Round Tables (max 10) _____ Chairs (max 112)

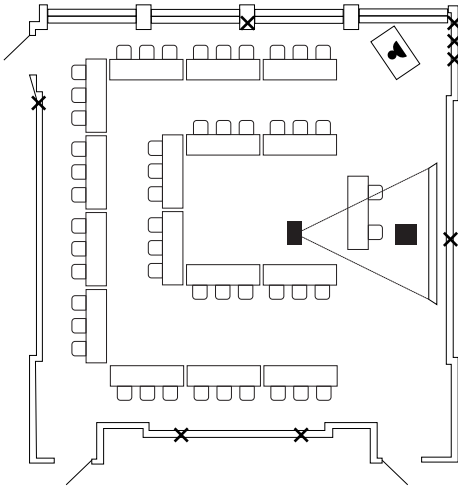
Additional notes for event details:

Continue to next page

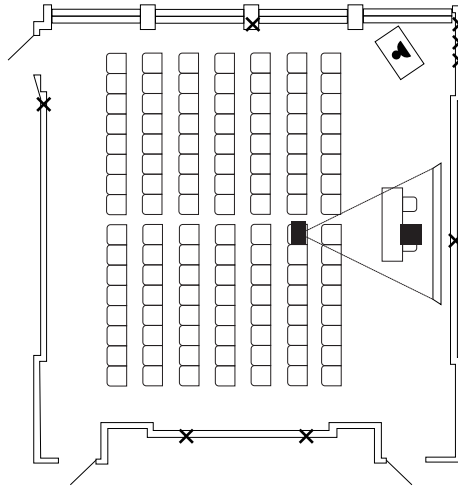
DIAGRAMS

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

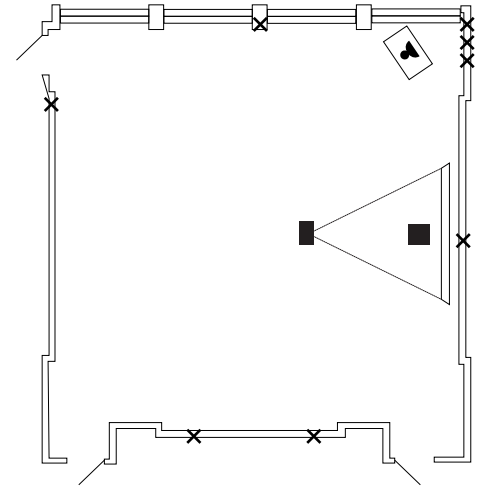
All **X**'s on each diagram represent where the three pronged outlets are in Taylor 306. Each **X** has two plug-ins.



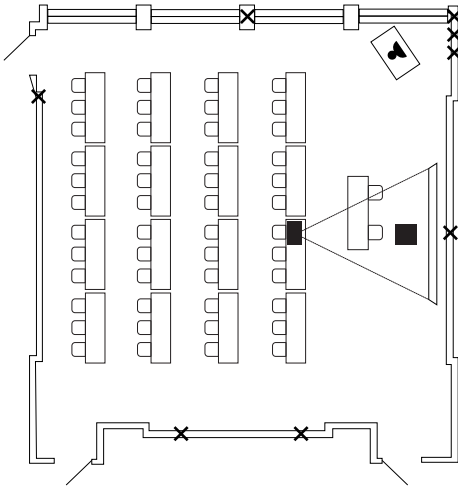
Conference Seating (max 48)
 Double U Style (max 48)
 Estimated Attendance: _____



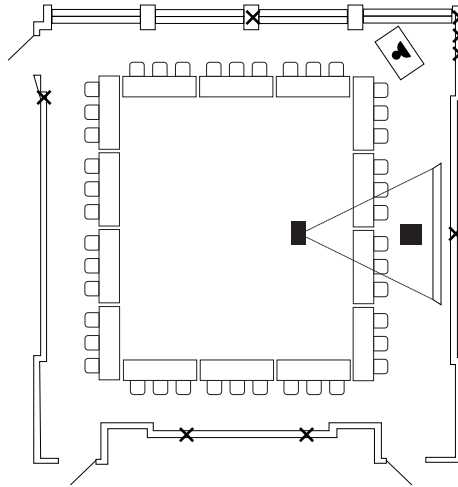
Theater Style (max 112)
 Estimated Attendance: _____



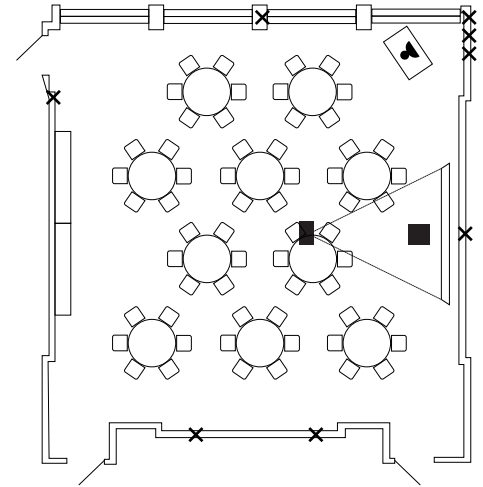
Create your own
 Estimated Attendance: _____



Classroom Seating (max 48)
 Estimated Attendance: _____



Hollow Square (max 42)
 Estimated Attendance: _____



Banquet (max 60)
 Estimated Attendance: _____

Additional notes for selected diagram:

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