

# Taylor Down Under

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

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

\_\_\_\_\_ 8' Tables (max 2)    \_\_\_\_\_ Wired Microphones (max 2)    \_\_\_\_\_ Wireless Microphones (max 2)

\_\_\_\_\_ Projector (max 1)    \_\_\_\_\_ 10' Pipe and Drape (max 3)

\_\_\_\_\_ AV manager requested - Limited to Live Bands or Complex sound integrations ONLY

**AV manager requested for live entertainment must be requested 3 WEEKS prior to your scheduled date.**

Additional notes for event details:

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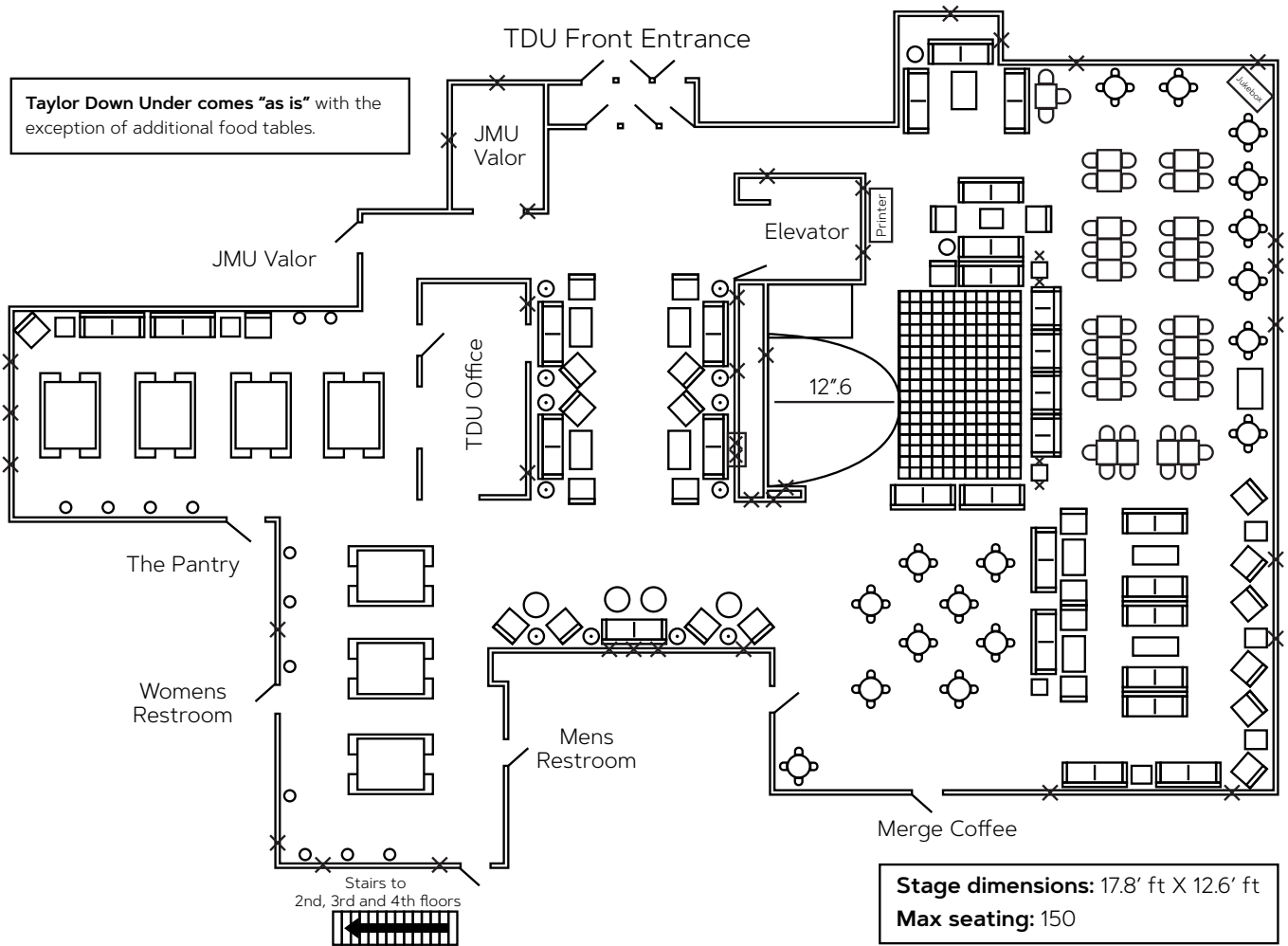
# DIAGRAMS

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 Down Under. Each **X** has two plug-ins.

All double **X**'s on each diagram represent where the four pronged outlets are in Taylor Down Under.

Each **X** has two plug-ins.



## Additional notes for selected diagram:

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