

The Union Ballroom – 504

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 The Union Ballroom.

DVD, Fixed Lectern, HoverCam, LCD Projector (max 3) and PC (or laptop connection with audio).

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

_____ Wireless Microphones (max 2) _____ Lapel Microphones (max 2) _____ Coat Racks (max 4)

_____ Portable Lectern (max 1) _____ Portable Dry Erase Boards (max 4)

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

_____ 8' Tables (max 66) _____ 5' Round Tables (max 27) _____ Chairs (max 380)

_____ Additional Stage Pieces (6' x 8' sections – max 12)

Additional notes for event details:

Continue to next page

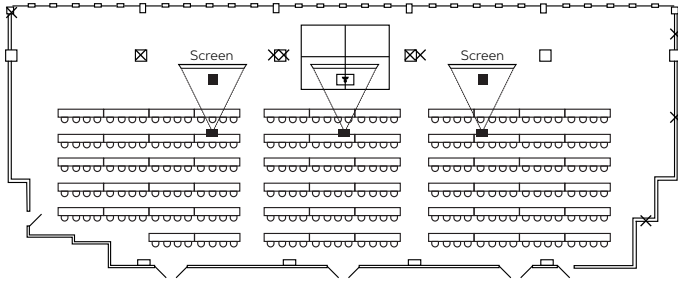
DIAGRAMS

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 The Union Ballroom. Each **X** has two plug-ins.

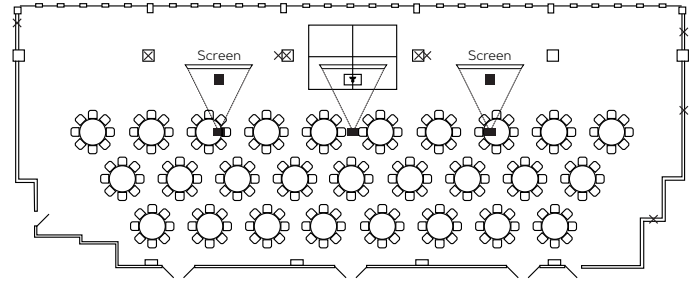
All double **X**'s on each diagram represent where the four pronged outlets are in The Union Ballroom.

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



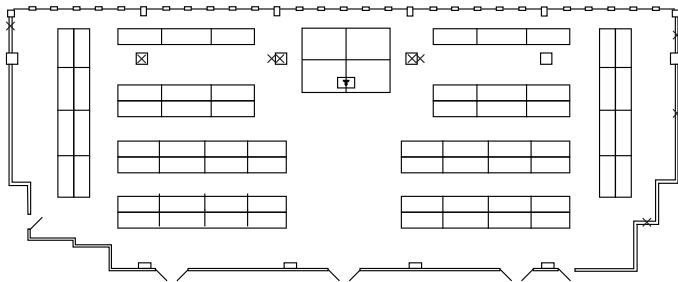
Classroom Style (max 256)

Estimated Attendance: _____



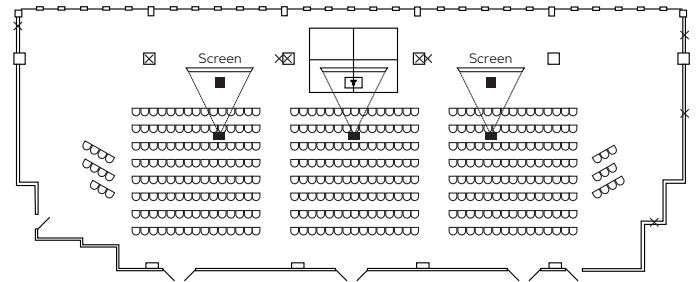
Banquet Style Screen View (max 216)

Estimated Attendance: _____



Fair/Poster Sales (max 66 tables)

Estimated Attendance: _____



Theater Style (max 380)

Estimated Attendance: _____

Additional notes for selected diagram:

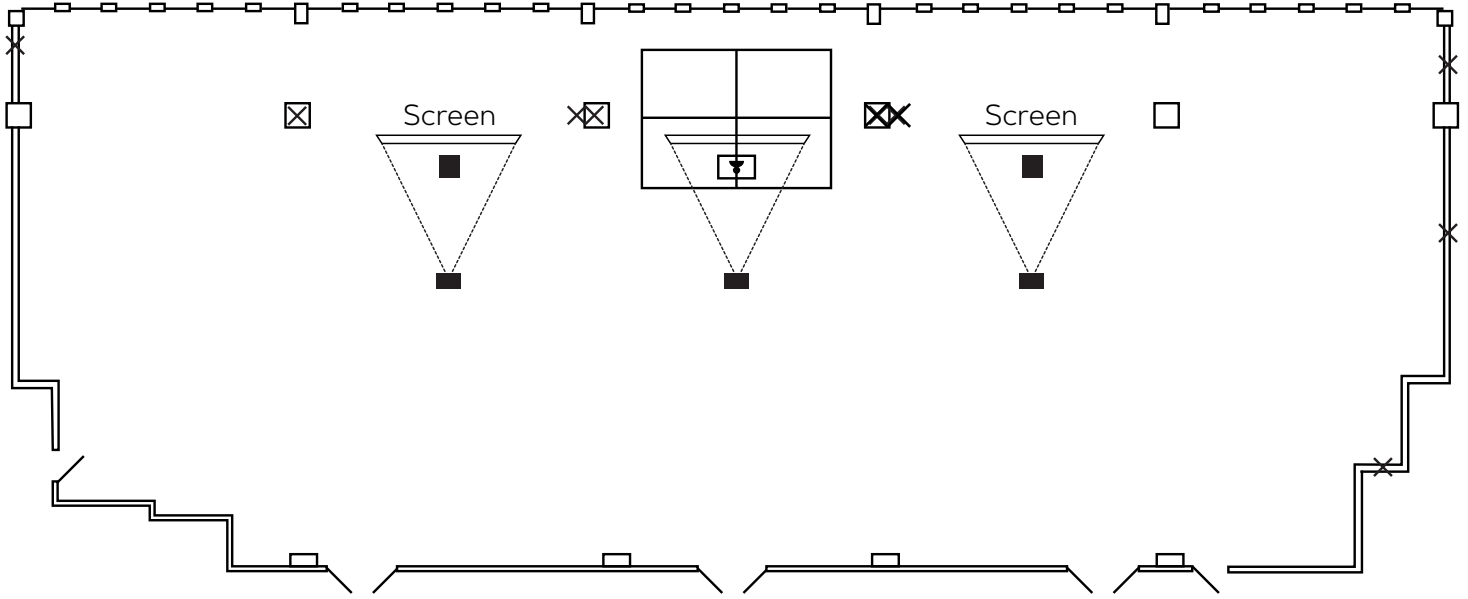
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DIAGRAMS

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

All singular X's on each diagram represent where the three pronged outlets are in The Union Ballroom.
Each X has two plug-ins.

All double X's on each diagram represent where the four pronged outlets are in The Union Ballroom.
Each X has two plug-ins.



Create your own (max 380)
Estimated Attendance: _____

Additional notes for selected diagram:

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