The Union 256 (7/21)

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

**EVENT INFORMATION**

Event Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Event Date(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Event Time: \_\_\_\_\_\_\_\_ am / pm \_\_\_\_\_\_\_\_ am / pm

***\*\*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**

**CONTACT INFORMATION**

Org./Dept. Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact/N&B Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Contact/N&B Phone #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Onsite Contact: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Onsite Contact Phone #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 *If different from above*

**EVENT DETAILS**

*Included In Space: PC (or Laptop connection w/audio), LCD Projector, DVD, White Board, HoverCam*

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

\_\_\_\_ 8’ Tables (max 41) \_\_\_\_ 5’ Round Tables (max 17)

\_\_\_\_ Chairs (max 180)

Notes: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

\_\_\_\_ Wireless Mic (max 2) \_\_\_\_ Lapel Mic (max 2)

\_\_\_\_ Coat Rack (max 2) \_\_\_\_ 10’ Pipe & Drape (max 10)

\_\_\_\_ Portable Dry Erase Boards (max 2)

\_\_\_\_ Portable Lectern (max 1)

Notes: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*The Union Event Services Use Only:*

Ref#: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE REC:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ INT:\_\_\_\_\_\_\_\_\_\_\_\_\_ BM’s Approval: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Additional Customer Setup Time: START\_\_\_\_\_\_\_\_\_\_ END\_\_\_\_\_\_\_\_\_\_\_\_\_

Details For Setup (early arrival): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_



Banquet - no presentation (max 136)

Estimated Attendance: \_\_\_\_\_\_\_\_

Banquet - presentation (max 112)

Estimated Attendance: \_\_\_\_\_\_\_\_

Poster Fair (max 41 tables)

Estimated Attendance: \_\_\_\_\_\_\_\_

Classroom (max 108)

Estimated Attendance: \_\_\_\_\_\_\_\_

Theater (max 180)

Estimated Attendance: \_\_\_\_\_\_\_\_



Create Your Own

Estimated Attendance: \_\_\_\_\_\_\_\_

