

The Union – Memorial Hall Auditorium

****NO FOOD OR DRINK PERMITTED****

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 Auditorium

Media Cart (includes: Document Cam, DVD, LCD Projector and PC with Wireless Keyboard & Mouse)

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

Podium (max 1) w/ Mic (max 1) Unlock: Balcony Dressing Rooms

_____ 10' Tables on Stage (max 5) _____ Chairs on Stage (max 10)

Wireless Mic (max 4 Total): _____ Handheld Mics (Max 4) _____ Lapel Mics (Max 1) _____ Corded Mics (max 3)

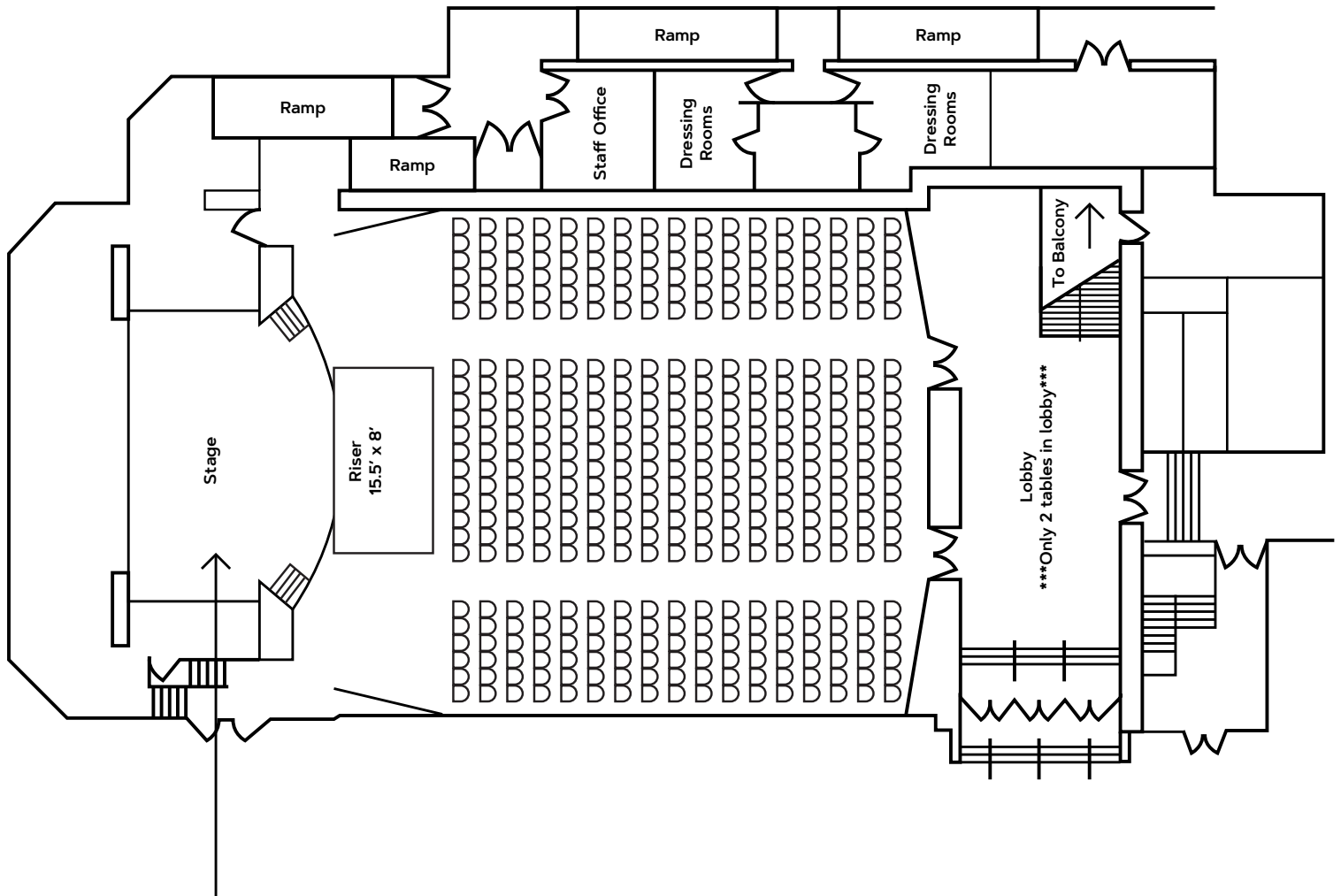
Additional notes for event details:

Event will have a non-JMU affiliated, contracted speaker/ performer

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DIAGRAMS

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



Stage Dimensions:
24'ft X 32'ft

Max Seating:
Auditorium 718
Balcony 327

Additional notes for selected diagram:

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