

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 the space.

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

Portable PA System - Wireless Microphones (Max 2)

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)

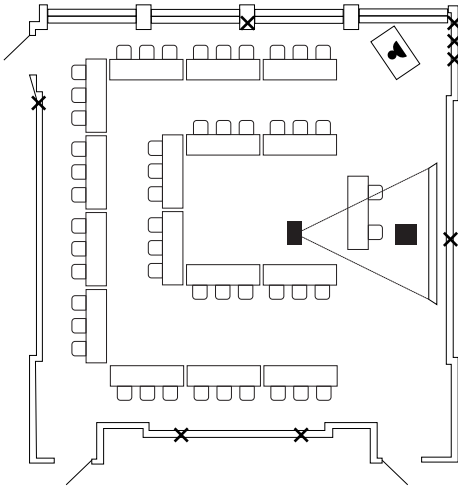
Additional notes for event details:

Continue to next page

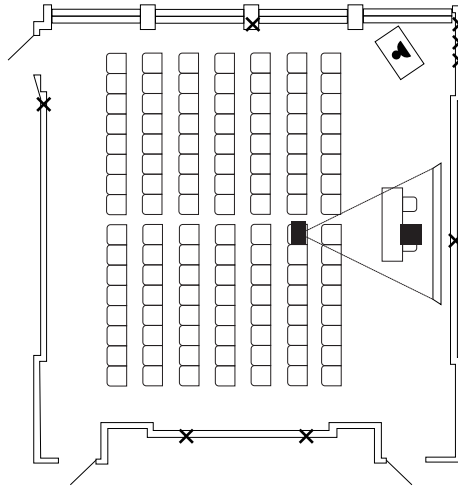
DIAGRAMS

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

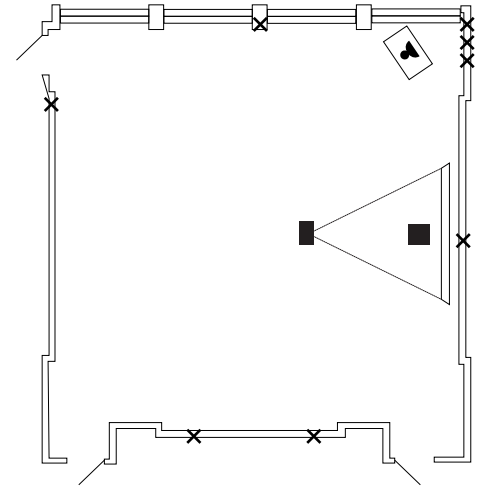
All X's on each diagram represent where the three pronged outlets are located. Each X has two plug-ins.



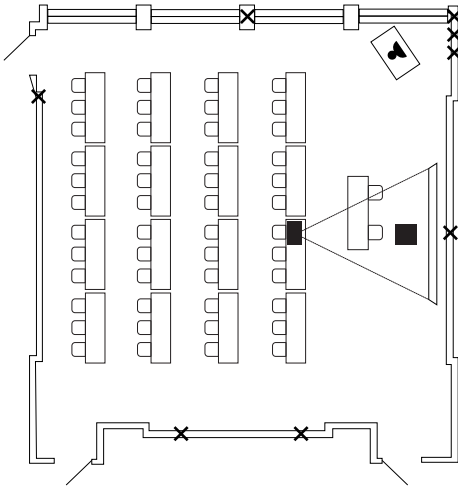
Conference Seating (max 48)
 Double U Style (max 48)
 Estimated Attendance: _____



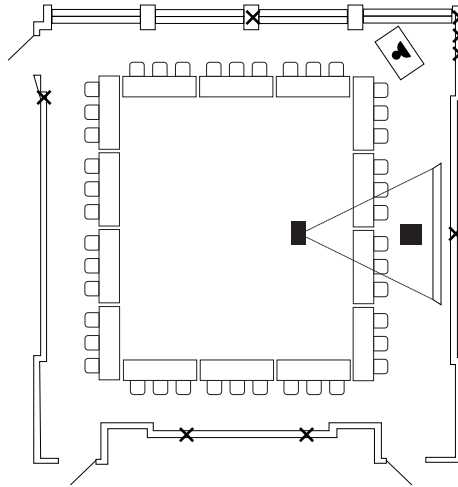
Theater Style (max 112)
 Estimated Attendance: _____



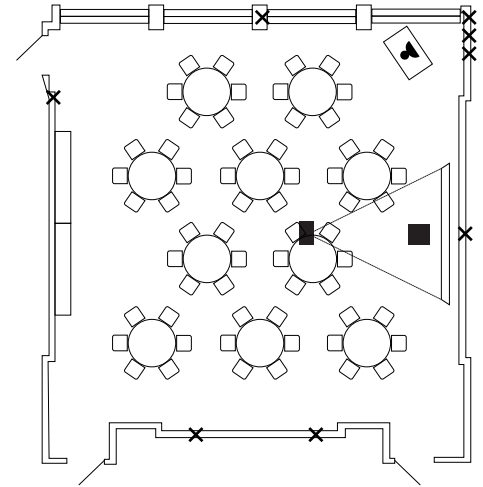
Create your own
 Estimated Attendance: _____



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.

Updated: 07/2024