

# Warner Commons

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

- Six Tables are reservable, each comes with four stools.
- Water and pie events are only permitted at Tables 4, 5, and 6.
- Table 2 includes access to audio via Bluetooth, 2 Wireless Mics, and use of the All Together One circle.

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

Table 1     Table 2     Table 3     Table 4     Table 5     Table 6

Wireless Mic (max 2 Total): \_\_\_\_\_ Handheld Mics \_\_\_\_\_

## Additional notes for event details:

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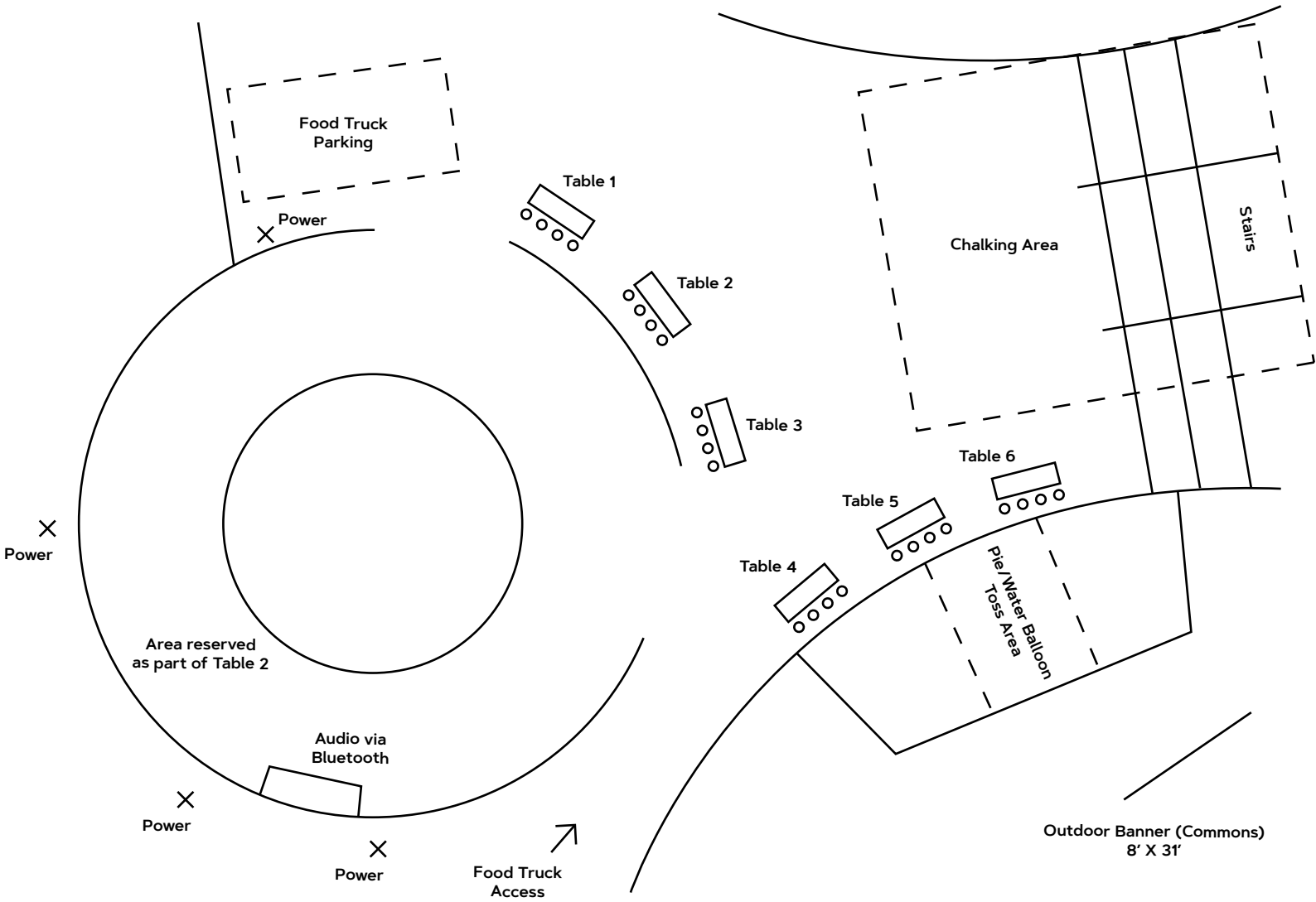
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Event will have a non-JMU affiliated, contracted speaker/ performer

**Continue to next page**

# DIAGRAMS

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



- Six Tables are reservable, each comes with four stools.
- Water and pie events are only permitted at Tables 4, 5, and 6.
- Table 2 includes access to audio via Bluetooth, 2 Wireless Mics, and use of the All Together One circle.

## Additional notes for selected diagram:

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Please reach out to [theunion@jmu.edu](mailto:theunion@jmu.edu) for any additional questions or potential requests.