

The Union Lawn

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

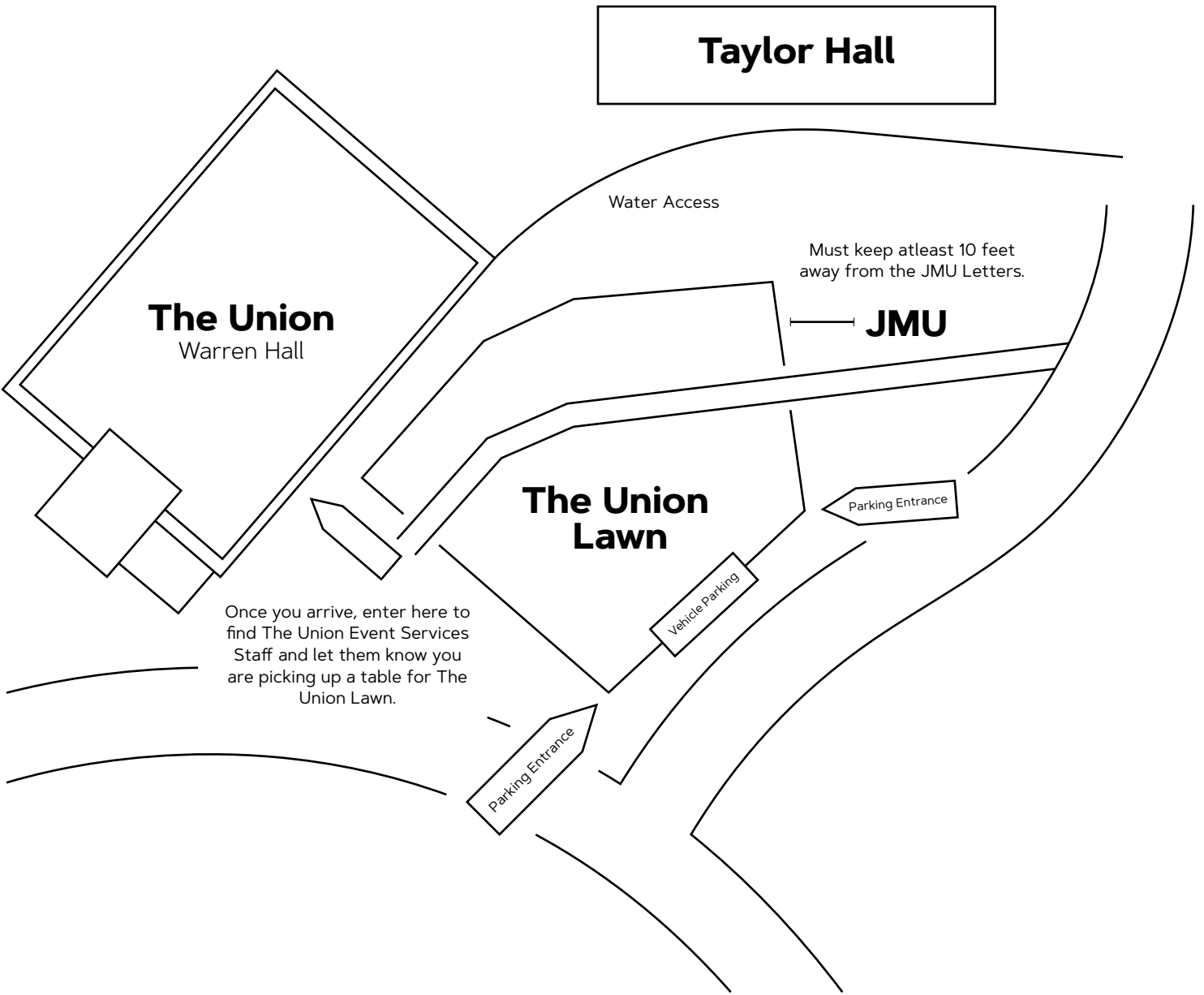
EVENT DETAILS

Speak to an employee at the Event Services desk inside Warren Hall when you arrive for delivery of requested items

_____ 8' Food Tables (max 2) _____ 100' Garden Hose (max 1)

Additional notes for event details:

Continue to next page



Additional notes for selected diagram:

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