

EVENT SPACE REQUEST

INSTRUCTIONS: Complete and fax to the JAEC Director of Operations at 540-654-1188, or send via e-mail attachment to smullane@umw.edu. We will send an e-mail confirmation once the date is checked for availability. Please provide the JAEC Operations Office with a copy of your invitation, poster, flyer or other publicity or advertising for your event. **Please do not put more than one event on a form, unless the events are held in conjunction with one another.**

A. CONTACT INFORMATION

Your Name:
 Department, Office or Organization:
 Address:
 Telephone:
 Email:

B. EVENT INFORMATION

Title of event or brief description:
 Event date(s):
 Theme, if any:
 Theme colors, if any:

C. ROOM REQUEST

Check all that apply:

I am not sure which rooms I will need for my event. Please contact me.

Conference, Meeting Rooms and Outdoor Venues

<input type="checkbox"/> Rappahannock Grand Ballroom	_____ # of Guests	Start Time: _____	End Time: _____
<input type="checkbox"/> Rectors' Gallery	_____ # of Guests	Start Time: _____	End Time: _____
<input type="checkbox"/> Minor Executive Board Room	_____ # of Guests	Start Time: _____	End Time: _____
<input type="checkbox"/> BB&T Terrace	_____ # of Guests	Start Time: _____	End Time: _____
<input type="checkbox"/> Mayo Courtyard	_____ # of Guests	Start Time: _____	End Time: _____

Kalnen Inn on Trench Hill

<input type="checkbox"/> Entire First Floor	_____ # of Guests	Start Time: _____	End Time: _____
<input type="checkbox"/> Chappell Parlor (living room)	_____ # of Guests	Start Time: _____	End Time: _____
<input type="checkbox"/> Grizzard Salon (dining room)	_____ # of Guests	Start Time: _____	End Time: _____
<input type="checkbox"/> Front Porch (Sunken Rd.-side)	_____ # of Guests	Start Time: _____	End Time: _____
<input type="checkbox"/> Daytime Dressing Room	_____ # of Guests	Start Time: _____	End Time: _____
<input type="checkbox"/> Overnight Room(s)- please use separate Kalnen Inn Overnight Accommodations Room Request Form.			

Use this space to add further room request details: _____

D. PARTICIPANTS

Check all that apply:

<input type="checkbox"/> UMW President	<input type="checkbox"/> BOV	<input type="checkbox"/> UMW Staff	<input type="checkbox"/> UMW Faculty
<input type="checkbox"/> UMW Foundation	<input type="checkbox"/> Students	<input type="checkbox"/> General Public	<input type="checkbox"/> Members of my Organization
<input type="checkbox"/> Special Guests (Please Specify): _____			

E. CATERING REQUEST

- NO catering is required for this event.
- Catering is required for this event.

Check all that apply:

- Continental breakfast
- Full breakfast
- Morning Beverage Service
- Mid-morning break (snacks & beverages)
- Lunch
- Afternoon break (snacks & beverages)
- Afternoon Beverage Service
- Reception
- Dinner

Use this space to add further catering details:

F. INDOOR SET-UP

- NO indoor set-up is required for this event.
- Indoor set-up is required for this event.

Check all that apply to indoor set-up:

- Advance access to room
- Indoor registration table(s)
- Guest book or sign in
- Coat check
- Door greeter(s)
- Assigned Seating
- Table florals or other decor
- Special display(s)
- Vendor tables
- Easel(s)
- Rental table linens or table runners
- Rental chair covers or chair ties
- Gift or award table(s)
- DJ
- Band
- Speaker(s)
- Performer(s)
- Staging

Use this space to add further indoor set-up details:

G. OUTDOOR SET-UP

- NO outdoor set-up is required for this event.
- Outdoor set-up is required for this event.

Check all that apply to outdoor set-up:

- Tent for Mayo Courtyard
- Tent for BB&T Terrace
- 10'X10' pop-up tent(s)
- Outdoor registration table(s)
- Outdoor ceremony
- Outdoor seating
- Outdoor dining
- Rental Restrooms
- Rental table linens or table runners
- Rental chair covers or chair ties
- Gift or award table(s)
- DJ
- Band
- Speaker(s)
- Performer(s)
- Staging

Use this space to add further indoor set-up details:

H. AUDIO-VISUAL REQUEST

- NO audio-visual is required for this event.
- Audio-visual is required for this event.

Check all that apply:

- Laptop set-up
- DVD
- Conference call
- Audio recording
- Power Point presentation
- Podium with microphone
- Portable Podium (no microphone)
- Set-up for a panel discussion- # of mics needed ____
- Easel(s) - # needed ____
- Flip chart(s) - # needed ____

Use this space to add further audio-visual details:
