

## Event Confirmation

Education Conference ← **Event name**

**Reference number**

**Title:** **Event Reference:** 2019-ABJMAW  
**Event Last Modified:** Nov 20 2019 12:05 PM  
**Current Event State:** Confirmed

**Requestor:** Vigue, Andrew L ← **Event contact: the person who requested the location** **Phone:** ← **Event state**  
**Email:** avigue@bu.edu

**Scheduler:** E&C Rooms ← **Location owner: person or office that assigns the location** **Phone:**  
**Email:** roomres@bu.edu

**Organizations:** Events & Conferences ← **Department or organization for whom the event is booked**

**Confirmation:** Charges will apply to open the GSU on a weekend in the summer. Charges are payable to Facilities Management. ← **Any notes or instructions applicable to the event**

## Event Occurrences

**Sun, Aug 16 2020** ← **Event date** **Actual event times: these are the times your event actually occurs** **Event attendance**

**12:00 PM - 5:00 PM, Education Conference** **Head Count: Exp: 350, Reg: 0**

*Reserved: 7:00 AM - 7:00 PM* ← **Reservation times: this is setup time before and takedown time after the event for service provider departments and NOT event time**

**Location**

George Sherman Union 101B - Backcourt	<i>Layout:</i> As Is
	Set-up uses existing BackCourt tables, chairs, and booths for a seated capacity of 257.
George Sherman Union 226 - Conference Auditorium	<i>Layout:</i> Theatre
George Sherman Union 239 - Terrace Lounge	<i>Layout:</i> Banquet ← <b>A specific layout can be chosen for the location setup, but this must still be communicated on the FSR</b>
George Sherman Union 310	<i>Layout:</i> Conference

For access to GSU 310 on the date of your reservation, please visit the Operations desk on the second floor of the GSU to sign out a key. A lost key/lock change fee of \$300 will apply for any key not returned.

← **Location(s) booked for the event** ← **Notes or instructions specific to a location**