

THE *Grand* OPENING OF THE CECIL C. HUMPHREYS SCHOOL OF LAW



SATURDAY · JANUARY 16 · 2010 · DOWNTOWN MEMPHIS

THE UNIVERSITY OF
MEMPHIS

On behalf of the University of Memphis Alumni Association's Law Alumni Chapter and the Cecil C. Humphreys School of Law, I would like you to consider being a Menu & Beverage Sponsor of the Grand Opening of the Cecil C. Humphreys School of Law on Saturday, January 16, 2010.

We anticipate this sell-out event will draw more than 1,500 attendees from across the city, state and country. The Grand Opening will take place throughout the entire building and will feature performers from the Rudi E. Scheidt School of Music, as well as other notable Memphis performers. Gourmet food and beverage stations will offer "Best of Memphis" cuisine from well-known restaurants, like yours! Law school students will administer building tours and will be honored with a late-night gathering after the conclusion of the event.

As a friend of the University and a member of the committee, I encourage you to participate in the Grand Opening; our success is dependent on your delicious food! In return for your generosity your organization would be prominently recognized in a multitude of ways, all of which are outlined in the attached document.

If you have any questions, please do not hesitate to call Event Coordinator Chelsea Dubey at 901.678.1562 or email her at ctdubey@memphis.edu. I know you would find your participation worthwhile as this truly is a once in a lifetime event for the School of Law and the city of Memphis.

Sincere thanks,

Grand Opening Celebration of the Cecil C. Humphreys School of Law
Menu & Beverage Committee

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In-Kind Food and Beverage Sponsorship Opportunities

Donation should include:

- Small-plate portion of requested food item by event organizers, including main protein, starch and vegetable *OR* donation of dessert *OR* donation of wine, alcohol, sodas and/or beer.
 - 1,500 guests and 16 vendors are expected to participate
- Servers and food prep representatives from restaurant throughout entire event

Benefits will include:

- Booth placement will be selected by value of donation, time of agreement to donate and company's preference (when possible)
- Two tickets to Gala
- Signage at booth with company logo
- Logo on printed programs to indicate location of booth (1,500)
- Listed on www.memphis.edu/alumni/lawgala for three months prior to event
- Event organizers to provide complete instructional packet one month prior to event that will include booth size, attire requirements, electrical needs, layout of building, times, etc.
- Event organizers will provide linen, booth table, waste management and food-prep area
- Event organizers will provide disposable plates and flatware
- Event organizers will provide staff to assist with load-in and load-out