

Resource Guide							
Name		Contact	Capabilities	Phone	Email	Website	Address
			Booking and scheduling of podiums, set-up, and technicians				
			to operate equipment within Rose Theatre and University				
Acrylic Podium		Courtney Shelton	Center	901.678.25602	cmnznmyr@memphis.edu	http://www.memphis.edu/conferences/	255 University Center
Alcoholic Beverages		CES	Provide the appropriate forms for approval	901.678.5000	conferences@memphis.edu	http://www.memphis.edu/conferences/	255 University Center
-			Podiums (including acrylic podium), microphones, sound				
			systems and tech support for the Rose Theatre and University				
Audio/Visual	\$	UC Scheduling Office	Center	901.678.5000	conferences@memphis.edu	http://www.memphis.edu/conferences/internal_scheduling/	255 University Center
			Design, set-up and information of companies that can make			http://www.memphis.edu/communications/contactus/index.ph	
Banners and Posters		Susan Prater	banners and posters	901.678.5581	srprater@memphis.edu	D	303 Administration Building
Buses	Ś	Tommy Miller	Blue Line buses available for re-routing or for hire	901.678.5248	tmller19@memphis.edu	http://www.memphis.edu/parking/tigerpark.php	120 Zach Curlin Parking Garage
			High quality cameras available for check-out to use at campus			http://www.memphis.edu/communications/contactus/index.ph	0
Cameras		Jude Knight	events	901.678.2952	jknight3@memphis.edu	n	303 Administration Building
Campus Tours		Jude Kilight	events	301.070.2332	JKINGHESTO THE THE PHIS.COL	<u>E</u>	303 Administration ballang
campus rours							
♦ Graduate School		Mary Kyle	Campus tours for Graduate School	901.678.4817	marykyle@memphis.edu	http://www.memphis.edu/gradschool/	201G FedEx Institute of Technology
V Graduate School		Lemmie Griggs	Campus tours for Graduate School	901.678.5580	Igriggs@memphis.edu	http://www.memphis.edu/gradschool/	200 Wilder Tower
♦ Undergraduate		Kate Howard	Campus tours for prospective undergraduate students	901.678.2566	mkhoward@memphis.edu	http://www.memphis.edu/gradschool/	101 Wilder Tower
Catering - Aramark	ć	Jillian Steinhauer	On-campus catering	901.678.2046	steinhauer-jillian@aramark.com	https://tigerdining.catertrax.com	499 University Center, #108
Catering, Conferences & Events One-Stop	۲	Jillian Stellmadel	Off-campus catering	901.078.2040	<u>steimiader-jillan@aramark.com</u>	nttps://tigeruining.cateruax.com	499 Offiversity Center, #108
		Michael Cochran	One-stop for all your planning needs	901.678.5000	conferences@memphis.edu	https://www.memphis.edu/conferences/	255 University Center
Planning		Wilchael Cocilian	One-stop for all your planning needs	301.078.3000	conterences@memphis.edu	ittps://www.mempilis.edd/comerences/	233 Offiversity Center
♦ FedEx Institute of Technology		Conference & Event Services	Scheduling and booking campus spaces	901.678.5000	conferences@memphis.edu.	https://www.memphis.edu/conferences/	255 University Center
<u> </u>			Full Service Meeting and Catering site Conference Coordinator				,
♦ Fogelman Executive Conference Center		Keisha Evans	Assigned	901.678.3700	levans 1@memphis.edu	http:www.memphis.edu/fecc	206 Fogelman Executive Center
			Full Service Meeting and Catering site Conference Coordinator				
◊ Holiday Inn		Keisha Evans	Assigned	901.678.3700	levans 1@memphis.edu	http:www.memphis.edu/fecc	206 Fogelman Executive Center
,							
♦ University Center		UC Scheduling Office	Scheduling and booking campus spaces	901.678.2042	conferences@memphis.edu	http://www.memphis.edu/conferences/	255 University Center
			Questions and scheduling for any interior or exterior electrical				
Electrical		Physical Plant Front Desk	needs	901.678.2699	pp@memphis.edu	http://www.memphis.edu/pp/workrequest.php	
Entertainment (UofM Faculty and Students)	\$	Karen Mueller	Scheduling and booking musicians	901.678.3764	clrkstrw@memphis.edu	http://www.memphis.edu/music/	116 Communication and Fine Arts
Event Consortium		Pam Cash	Help with events and planning and event resources	901.678.2793	pcash@memphis.edu	http://www.memphis.edu/logo/resources/event consortium.php	635 Normal Street
			Provide a list of items in the event reserve and can provide				
Floral		Pam Cash	names of businesses the University uses	901.678.2793	pcash@memphis.edu	http://www.memphis.edu/logo/resources/event_consortium.php	635 Normal Street
Food and Beverages							
♦ Aramark	\$	Jillian Steinhauer	Food, beverages and linens for on-campus events	901.678.2046	steinhauer-jillian@aramark.com	https://tigerdining.catertrax.com	499 University Center, #108
♦ FedEx Institute of Technology		Conference & Event Services	Scheduling and booking campus spaces	901.678.5000	conferences@memphis.edu	https://www.memphis.edu/conferences/	255 University Center
♦ Fogelman Executive Center	\$	Keisha Evans	Restaurant, food, beverages, meeting and catering sales	901.678.3700	kevans1@memphis.edu	http:www.memphis.edu/fecc	330 Innovation Drive, Suite 206

♦ Holiday Inn	\$	Keisha Evans	Restaurant, food, beverages, meeting and catering sales	901.678.3700	kevans1@memphis.edu	http:www.memphis.edu/fecc	330 Innovation Drive, Suite 206
◊ University Center		UC Scheduling Office	Scheduling and booking campus spaces	901.678.2042	conferences@memphis.edu	https://www.memphis.edu/conferences/	255 University Center
Golf Carts		Physical Plant Front Desk	Scheduling the use of a golf cart and the training required	901.678.2699	pp@memphis.edu	http://www.memphis.edu/pp/workrequest.php	207 Herzog Building
			Contact this office anytime government officials are on				
Government Relations		Jean Rakow	campus or will be attending a campus event for assistance	901.678.2026	jhrakow@memphis.edu	http://www.memphis.edu/govern/	341 Administration Building
Helmsman (Daily Helmsman)			Newspaper articles and advertisements	901.678.2191	news@dailyhelmsman.com	http://www.dailyhelmsman.com/	113 Meeman Journalism Building
			Can assist with adding and announcement about campus				
Hold Line		Gaby Maxey	event to the University's hold line	901.678.2135	gmaxey@memphis.edu	http://www.memphis.edu/communications/staff/index.php	301 Administration Building
Hotel							
♦ Fogelman Executive Center	\$	Desk Agent	Reservations for individuals or groups 365 days a year	901.678.5410		http://bf.memphis.edu/fecc/index.php	330 Innovation Drive, Suite 206
♦ Holiday Inn	\$	Desk Agent	Reservations for individuals or groups 365 days a year	901.678.8200		http://www.holiday-inn.com\mem-uofm	3700 Central Avenue
Invitations							
			Can provide your Marketing Representative information to				
♦ Marketing and Communications		Susan Prater	assist in design and development	901.678.2453	srprater@memphis.edu	http://www.memphis.edu/communications/staff/index.php	303 Administration Building
♦ Tiger Copy and Graphics	\$	Eric Crites	Full service printing needs and addressing	901.678.2838	tigercopygraphics@memphis.edu	http://www.memphis.edu/tigercopy/index.php	210 Rawlins Service Court
Legal		University Counsel	Legal guidance	901.678.2155		http://www.memphis.edu/legal/about/atty-and-staff.php	201 Administration Building
Linens and Skirting - Aramark	\$	Jillian Steinhauer	Linens and skirting available with catering order	901.678.2046	steinhauer-jillian@aramark.com	https://tigerdining.catertrax.com	499 University Center, #108
			Can provide lighting needs in Rose Theatre and University				
Lighting	\$	UC Scheduling Office	Center based on room	901.678.5000	conferences@memphis.edu	http://www.memphis.edu/conferences/internal_scheduling/	255 University Center
		Ŭ	Lighting trees, power supply and extension chords, power				,
1	\$	Physical Plant	supply and extension chords	901.678.2699	pp@memphis.edu	http://www.memphis.edu/pp/workrequest.php	207 Herzog Building
Media - Marketing and Communication		·	Assistance with press coverage and press releases			http://www.memphis.edu/communications/staff/index.php	303 Administration Building
<u> </u>		Joyce Mitchell or Tommy	Parking needs for campus, including parking garages -				
Parking	\$	Miller	vouchers available	901.678.2212	tmller19@memphis.edu	http://www.memphis.edu/parking/tigerpark.php	120 Zach Curlin Parking Garage
			Photographer for campus events - also high quality cameras				
Photography		Trey Clark	are available for check-out	901.678.3813	rgcsntno@memphis.edu	http://www.memphis.edu/communications/contactus/index.php	303 Administration Building
Plants	\$	Physical Plant Front Desk	Moving and Set-up of plants for events	901.678.2699	pp@memphis.edu	http://www.memphis.edu/pp/workrequest.php	207 Herzog Building
- Auto		,	Booking and scheduling of podiums, set-up, and technicians				
			to operate equipment within Rose Theatre and University				
Podium	Ś	UC Scheduling Office	Center	901.678.5000	conferences@memphis.edu	http://www.memphis.edu/conferences/	255 University Center
		Ŭ	Moving and Set-up for events outside of Rose Theatre and				
	Ś	Physical Plant Front Desk	University Center	901.678.2699	pp@memphis.edu	http://www.memphis.edu/pp/workrequest.php	207 Herzog Building
Portable Sound System		UC Scheduling Office	Podiums, microphones, sound systems and tech support	901.678.5000	conferences@memphis.edu	http://www.memphis.edu/conferences/internal_scheduling/	255 University Center
i ortubic Journa System	· ·		Scheduling and booking Pouncer and the University Spirit	302107013000	<u>comercinese mempinareaa</u>	http://sidearm.sites.s3.amazonaws.com/gotigersgo.com/documents/	· · · · · · · · · · · · · · · · · · ·
Pouncer and Spirit Squad	\$	Carol Lloyd	Squad for on-campus event	901.292.6215	calloyd1@memphis.edu	2015/4/16/SpiritSquadRequestForm.pdf	-
President Rudd	7	Stephanie Beasley	President's calendar and request to speak	901.678.3914	sbeasley1@memphis.edu	http://www.memphis.edu/presweb/leadership/staff.php	333 Administration Building
Programs		Stephanic Beasiey	Trestaent's calcinaar and request to speak	301.070.3314	SDCuSicy1@mempms.cuu	mttp://www.mempnis.edu/presweb/readership/stan.pnp	333 Administration building
riogianis		Marketing Rep or Susan					
		Prater(can provide Marketing					
♦ Marketing and Communications		Rep information)	Design set up and contacts	901.678.5581	srprater@memphis.edu	http://www.memphis.edu/communications/contactus/index.php	303 Administration Building
<u> </u>	<u></u>	<u> </u>	Design, set-up and contacts				
♦ Tiger Copy and Graphics	\$	Eric Crites	Full service layout and printing needs	901.678.2838	tigercopygraphics@memphis.edu	http://www.memphis.edu/tigercopy/index.php	210 Rawlins Service Court
		Marketing Rep or Susan					
December of City		Prater(can provide Marketing	Davies and an and an attack	001 670 5501	annuata n Oma ana istis a sta	hates the same and the same street and the same street are the same street and the same street are the same street and the same street are the sam	202 Administração B. 151
Promotional Giveaways		Rep information)	Design, set-up and contacts	901.678.5581	srprater@memphis.edu	http://www.memphis.edu/communications/contactus/index.php	303 Administration Building
Provost		Jan Brownlee	Provost's calendar and request to speak	901.678.5036	jbrownle@memphis.edu	http://www.memphis.edu/aa/about/staff/index.php	360 Administration Building

		T	Information related to collecting registration fees online and	1	1		
Registration		Henry Robbins	creating an event web link	901.678.1376	hzrobbns@memphis.edu	http://www.memphis.edu/bursar/	115 Wilder Tower
Rentals	_	neilly kobbilis	creating an event web link	901.076.1376	<u>IIZIODDIIS@Memphis.edu</u>	nttp://www.mempnis.edu/bursar/	113 Wilder Tower
	_	110 0 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	D. II	004 670 5000		hus the second s	255 11.1
♦ Audio/Visual	\$	UC Scheduling Office	Podiums, microphones, sound systems and tech support	901.678.5000	conferences@memphis.edu	http://www.memphis.edu/conferences/internal_scheduling/	255 University Center
			Scheduling, booking and set-up of chairs in preferred layout in				
♦ Chairs		UC Scheduling Office	Rose Theatre and University Center	901.678.5000	conferences@memphis.edu	http://www.memphis.edu/conferences/	255 University Center
			Can provide lighting needs in Rose Theatre and University				
♦ Lighting		UC Scheduling Office	Center based on room	901.678.5000	conferences@memphis.edu	http://www.memphis.edu/conferences/	
		Physical Plant	Lighting trees, power supply and extension chords	901.678.2699	pp@memphis.edu	http://www.memphis.edu/pp/workrequest.php	207 Herzog Building
♦ Linens	Ş	Jillian Steinhauer	Linens available with catering order	901.678.2046	steinhauer-jillian@aramark.com	https://tigerdining.catertrax.com	499 University Center, #108
			Scheduling, booking and set-up of staging (can include steps				
♦ Staging		UC Scheduling Office	and skirting)	901.678.5000	conferences@memphis.edu	http://www.memphis.edu/conferences/	255 University Center
♦ Tables		UC Scheduling Office	Scheduling, booking and set-up of tables in desired layout	901.678.5000	conferences@memphis.edu	http://www.memphis.edu/conferences/	255 University Center
			Any safety or security needs before, during and/or after a				
Security		Derek Meyers	function	901.678.3848	dmyers@memphis.edu	http://www.memphis.edu/police/	100 Zach Curlin Parking Garage
Space Reservation							
♦ Alumni Mall		UC Scheduling Office	Location for outdoor events with power sources available	901.678.5000	conferences@memphis.edu	http://www.memphis.edu/conferences/	255 University Center
			FIT Administrative Services; Internal requests for Faculty				
			and/or Staff for use of the Institute; research -				
♦ FedEx Institute of Technology (FIT)		Mary Ann Dawson	speakers/events	901.678.5280	mdawson@memphis.edu	http://www.memphis.edu/fedex/index.php	365 Innovation Drive, Suite 303
♦ Fogelman Executive Center Holiday Inn		Keisha Evans	Full Service Event and Catering Facilities	901.678.3700	kevans1@memphis.edu	www.holiday-inn.com/mem-uofm	330 Innovation Drive, Suite 206
♦ Hall of Fame		Kim House	Scheduling and event needs for the Hall of Fame	901.678.4406	kbhouse@memphis.edu	http://gotigersgo.com/	Athletic Office Building
♦ Holiday Inn		Keisha Evans	Full Service Event and Catering Facilities	901.678.2957	kevans1@memphis.edu	www.holiday-inn.com/mem-uofm	330 Innovation Drive, Suite 206
◊ Rose Theatre		UC Scheduling Office	Scheduling and booking campus spaces	901.678.2042	conferences@memphis.edu	http://www.memphis.edu/conferences/	255 University Center
◊ Student Plaza		UC Scheduling Office	Location for outdoor events with power sources available	901.678.2042	conferences@memphis.edu	http://www.memphis.edu/conferences/	255 University Center
University Center		UC Scheduling Office	Scheduling and booking campus spaces	901.678.2042	conferences@memphis.edu	http://www.memphis.edu/conferences/	255 University Center
Tomreisic, center			Booking and scheduling of stage and skirting and set-up	302107012012	<u> </u>	The property of the control of the c	255 Gillerini, Califer
Stage		UC Scheduling Office	within Rose Theatre and University Center	901.678.5000	conferences@memphis.edu	http://www.memphis.edu/conferences/	255 University Center
3.050		oc senedding office	Moving and Set-up for events outside of Rose Theatre and	301.070.3000	<u>comercinees(#Inchiphis.edu</u>	integrif www.memphis.edu/comercinees/	233 Gillversity Center
	¢	Physical Plant Front Desk	University Center	901.678.2699	pp@memphis.edu	http://www.memphis.edu/pp/workrequest.php	207 Herzog Building
	 	Thysical Flant Front Besk	Booking, scheduling and set-up for use in Rose Theatre and	301.070.2033	ррегистриз.саа	mttp://www.mempms.cua/pp/workrequest.pmp	207 Herzog Bullung
			University Center. Booking and scheduling for use outside of				
Tables and Chairs		Kiara Jones	Rose Theatre and University Center.	901.678.4335	ktjnes12@memphis.edu	http://www.memphis.edu/conferences/	255 University Center
Tables and Chairs	-	Kiai a Jolies	Moving and Set-up for events outside of Rose Theatre and	301.078.4333	kţiries12@mempinis.edu	inttp://www.mempnis.edu/comerences/	233 Offiversity Center
1	ć	Physical Plant Front Desk	University Center	901.678.2699	pp@memphis.edu	http://www.memphis.edu/pp/workrequest.php	201 Herzog Building
Tents	٦	Pam Cash	10'x10' tents available in the Consortium Reserve	901.678.2793	pcash@memphis.edu	http://www.memphis.edu/logo/resources/event consortium.php	635 Normal Street
Terits		raiii Casii	Can assist with getting campus events in <i>This Week</i> to be	301.076.2733	pcasit@mempriis.edu	ittp://www.mempnis.edu/logo/resources/event_consortium.pnp	033 NOTHIAI Street
This Week		Gaby Maxey	distributed to all Faculty and Staff	901.678.2135	gmaxey@memphis.edu	http://www.memphis.edu/communications/staff/index.php	301 Administration Building
Transportation	ć	Tommy Miller	Blue Line buses available for re-routing or for hire	901.678.5248	tmller19@memphis.edu	http://www.memphis.edu/communications/stan/mdex.php	120 Zach Curlin Parking Garage
Transportation	P	Tommy Willer	Blue Line buses available for re-routing or for fille	901.076.3246	timer19@mempnis.edu	nttp://www.mempnis.edu/parking/tigerpark.pnp	120 Zach Curlin Parking Garage
			Moving and Set-up of trash receptacles and recycle containers				
Track Decembed	خ ا	Dhysical Dlant Front Dock		001 679 2600	nn@momphic odu	http://www.momphis.odu/pp/workroguest.php	201 Horzog Building
Trash Receptacles	>	Physical Plant Front Desk	for events outside of Rose Theatre and University Center	901.678.2699	pp@memphis.edu	http://www.memphis.edu/pp/workrequest.php	201 Herzog Building
						http://www.memphis.edu/communications/contactus/index.ph	
Videography		Marty Deull	Video producer for campus events	901.288.8038	mldeull@memphis.edu	<u>p</u>	301C Administration Building
Revised 10.9.17							