



Resource Guide							
Name		Contact	Capabilities	Phone	Email	Website	Address
Acrylic Podium		Courtney Shelton	Booking and scheduling of podiums, set-up, and technicians to operate equipment within Rose Theatre and University 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
Audio/Visual	\$	UC Scheduling Office	Podiums (including acrylic podium), microphones, sound systems and tech support for the Rose Theatre and University Center	901.678.5000	conferences@memphis.edu	http://www.memphis.edu/conferences/internal_scheduling/	255 University Center
Banners and Posters		Susan Prater	Design, set-up and information of companies that can make banners and posters	901.678.5581	srprater@memphis.edu	http://www.memphis.edu/communications/contactus/index.ph p	303 Administration Building
Buses	\$	Tommy Miller	Blue Line buses available for re-routing or for hire	901.678.5248	tmler19@memphis.edu	http://www.memphis.edu/parking/tigerpark.php	120 Zach Curlin Parking Garage
Cameras		Jude Knight	High quality cameras available for check-out to use at campus events	901.678.2952	jknight3@memphis.edu	http://www.memphis.edu/communications/contactus/index.ph p	303 Administration Building
Campus Tours							
◊ 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
		Lemmie Griggs	Campus tours for Graduate School	901.678.5580	lgriggs@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/enrollment/	101 Wilder Tower
Catering - Aramark	\$	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 Planning		Michael Cochran	One-stop for all your planning needs	901.678.5000	conferences@memphis.edu	https://www.memphis.edu/conferences/	255 University 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
◊ Fogelman Executive Conference Center		Keisha Evans	Full Service Meeting and Catering site Conference Coordinator Assigned	901.678.3700	levans_1@memphis.edu	http://www.memphis.edu/fec	206 Fogelman Executive Center
◊ Holiday Inn		Keisha Evans	Full Service Meeting and Catering site Conference Coordinator Assigned	901.678.3700	levans_1@memphis.edu	http://www.memphis.edu/fec	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
Electrical	\$	Physical Plant Front Desk	Questions and scheduling for any interior or exterior electrical 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
Floral		Pam Cash	Provide a list of items in the event reserve and can provide 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/fec	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/fec	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
Government Relations		Jean Rakow	Contact this office anytime government officials are on 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
Hold Line		Gaby Maxey	Can assist with adding and announcement about campus 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/fec/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							
◊ Marketing and Communications		Susan Prater	Can provide your Marketing Representative information to 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
Lighting	\$	UC Scheduling Office	Can provide lighting needs in Rose Theatre and University Center based on room	901.678.5000	conferences@memphis.edu	http://www.memphis.edu/conferences/internal_scheduling/	255 University Center
	\$	Physical Plant	Lighting trees, power supply and extension chords, power 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
Parking	\$	Joyce Mitchell or Tommy Miller	Parking needs for campus, including parking garages - vouchers available	901.678.2212	tmiller19@memphis.edu	http://www.memphis.edu/parking/tigerpark.php	120 Zach Curlin Parking Garage
Photography		Trey Clark	Photographer for campus events - also high quality cameras 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
Podium	\$	UC Scheduling Office	Booking and scheduling of podiums, set-up, and technicians to operate equipment within Rose Theatre and University Center	901.678.5000	conferences@memphis.edu	http://www.memphis.edu/conferences/	255 University Center
	\$	Physical Plant Front Desk	Moving and Set-up for events outside of Rose Theatre and 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
Pouncer and Spirit Squad	\$	Carol Lloyd	Scheduling and booking Pouncer and the University Spirit Squad for on-campus event	901.292.6215	calloyd1@memphis.edu	http://sidearm.sites.s3.amazonaws.com/gotigersgo.com/documents/2015/4/16/SpiritSquadRequestForm.pdf	
President Rudd		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							
◊ Marketing and Communications		Marketing Rep or Susan Prater(can provide Marketing Rep information)	Design, set-up and contacts	901.678.5581	srprater@memphis.edu	http://www.memphis.edu/communications/contactus/index.php	303 Administration Building
◊ 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
Promotional Giveaways		Marketing Rep or Susan Prater(can provide Marketing 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

Registration		Henry Robbins	Information related to collecting registration fees online and creating an event web link	901.678.1376	hzrobbns@memphis.edu	http://www.memphis.edu/bursar/	115 Wilder Tower
Rentals							
◊ 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
◊ Chairs		UC Scheduling Office	Scheduling, booking and set-up of chairs in preferred layout in Rose Theatre and University Center	901.678.5000	conferences@memphis.edu	http://www.memphis.edu/conferences/	255 University Center
◊ Lighting	\$	UC Scheduling Office	Can provide lighting needs in Rose Theatre and University 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	\$	Jillian Steinhauer	Linens available with catering order	901.678.2046	steinhauer-jillian@aramark.com	https://tigerdining.catertrax.com	499 University Center, #108
◊ Staging		UC Scheduling Office	Scheduling, booking and set-up of staging (can include steps 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
Security		Derek Meyers	Any safety or security needs before, during and/or after a 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
◊ FedEx Institute of Technology (FIT)		Mary Ann Dawson	FIT Administrative Services; Internal requests for Faculty and/or Staff for use of the Institute; research - 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
Stage		UC Scheduling Office	Booking and scheduling of stage and skirting and set-up within Rose Theatre and University Center	901.678.5000	conferences@memphis.edu	http://www.memphis.edu/conferences/	255 University Center
	\$	Physical Plant Front Desk	Moving and Set-up for events outside of Rose Theatre and University Center	901.678.2699	pp@memphis.edu	http://www.memphis.edu/pp/workrequest.php	207 Herzog Building
Tables and Chairs		Kiara Jones	Booking, scheduling and set-up for use in Rose Theatre and University Center. Booking and scheduling for use outside of Rose Theatre and University Center.	901.678.4335	ktines12@memphis.edu	http://www.memphis.edu/conferences/	255 University Center
	\$	Physical Plant Front Desk	Moving and Set-up 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
Tents		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
<i>This Week</i>		Gaby Maxey	Can assist with getting campus events in <i>This Week</i> to be distributed to all Faculty and Staff	901.678.2135	gmaxey@memphis.edu	http://www.memphis.edu/communications/staff/index.php	301 Administration Building
Transportation	\$	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
Trash Receptacles	\$	Physical Plant Front Desk	Moving and Set-up of trash receptacles and recycle containers 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
Videography		Marty Deull	Video producer for campus events	901.288.8038	mdeull@memphis.edu	http://www.memphis.edu/communications/contactus/index.php	301C Administration Building
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