<table>
<thead>
<tr>
<th>Name</th>
<th>Contact</th>
<th>Capabilities</th>
<th>Phone</th>
<th>Email</th>
<th>Website</th>
<th>Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Acrylic Podium</td>
<td>Courtney Shelton</td>
<td>Booking and scheduling of podiums, set-up, and technicians to operate equipment within Rose Theatre and University Center</td>
<td>901.678.25602</td>
<td><a href="mailto:cmnenmy@memphis.edu">cmnenmy@memphis.edu</a></td>
<td><a href="http://www.memphis.edu/conferences/">http://www.memphis.edu/conferences/</a></td>
<td>255 University Center</td>
</tr>
<tr>
<td>Alcoholic Beverages</td>
<td>CES</td>
<td>Provide the appropriate forms for approval</td>
<td>901.678.5000</td>
<td><a href="mailto:conferences@memphis.edu">conferences@memphis.edu</a></td>
<td><a href="http://www.memphis.edu/conferences/">http://www.memphis.edu/conferences/</a></td>
<td>255 University Center</td>
</tr>
<tr>
<td>Audio/Visual</td>
<td>UC Scheduling Office</td>
<td>Podsiums (including acrylic podium), microphones, sound systems and tech support for the Rose Theatre and University Center</td>
<td>901.678.5000</td>
<td><a href="mailto:conferences@memphis.edu">conferences@memphis.edu</a></td>
<td><a href="http://www.memphis.edu/conferences/">http://www.memphis.edu/conferences/</a></td>
<td>255 University Center</td>
</tr>
<tr>
<td>Banners and Posters</td>
<td>Susan Prater</td>
<td>Design, set-up and information of companies that can make banners and posters</td>
<td>901.678.5581</td>
<td><a href="mailto:spratser@memphis.edu">spratser@memphis.edu</a></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Buses</td>
<td>Tommy Miller</td>
<td>Blue line buses available for re-routing or for hire</td>
<td>901.678.5248</td>
<td><a href="mailto:tmller19@memphis.edu">tmller19@memphis.edu</a></td>
<td><a href="http://www.memphis.edu/parking/tigerpark.php">http://www.memphis.edu/parking/tigerpark.php</a></td>
<td>120 Zach Curlin Parking Garage</td>
</tr>
<tr>
<td>Cameras</td>
<td>Jude Knight</td>
<td>High quality cameras available for check-out to use at campus events</td>
<td>901.678.2912</td>
<td><a href="mailto:jknight3@memphis.edu">jknight3@memphis.edu</a></td>
<td><a href="http://www.memphis.edu/communications/contactus/index.php">http://www.memphis.edu/communications/contactus/index.php</a></td>
<td></td>
</tr>
<tr>
<td>Catering - Aramark</td>
<td>Jillian Steinhauger</td>
<td>On-campus catering</td>
<td>901.678.2046</td>
<td><a href="mailto:steinhauer-jillian@aramark.com">steinhauer-jillian@aramark.com</a></td>
<td><a href="https://tigerdining.catertrax.com">https://tigerdining.catertrax.com</a></td>
<td>499 University Center, #108</td>
</tr>
<tr>
<td>Catering, Conferences &amp; Events</td>
<td>Michael Cochran</td>
<td>One-stop for all your planning needs</td>
<td>901.678.5000</td>
<td><a href="mailto:conferences@memphis.edu">conferences@memphis.edu</a></td>
<td><a href="https://www.memphis.edu/conferences/">https://www.memphis.edu/conferences/</a></td>
<td>255 University Center</td>
</tr>
<tr>
<td>Conference &amp; Event Services</td>
<td>Keisha Evans</td>
<td>Full Service Meeting and Catering site Conference Coordinator Assigned</td>
<td>901.678.3700</td>
<td><a href="mailto:leavens1@memphis.edu">leavens1@memphis.edu</a></td>
<td><a href="http://www.memphis.edu/fecc">http://www.memphis.edu/fecc</a></td>
<td>206 Fogelman Executive Center</td>
</tr>
<tr>
<td>Electical</td>
<td>Physical Plant Front Desk</td>
<td>Questions and scheduling for any interior or exterior electrical needs</td>
<td>901.678.2699</td>
<td><a href="mailto:sp@memphis.edu">sp@memphis.edu</a></td>
<td><a href="http://www.memphis.edu/app/workrequest.php">http://www.memphis.edu/app/workrequest.php</a></td>
<td></td>
</tr>
<tr>
<td>Entertainment (UoM Faculty and Students)</td>
<td>Karen Mueller</td>
<td>Scheduling and booking musicians</td>
<td>901.678.3764</td>
<td><a href="mailto:jrkiney@memphis.edu">jrkiney@memphis.edu</a></td>
<td><a href="http://www.memphis.edu/music/">http://www.memphis.edu/music/</a></td>
<td>116 Communication and Fine Arts</td>
</tr>
<tr>
<td>Event Consortium</td>
<td>Pam Cash</td>
<td>Help with events and planning and event resources</td>
<td>901.678.2793</td>
<td><a href="mailto:pcap@memphis.edu">pcap@memphis.edu</a></td>
<td><a href="http://www.memphis.edu/fgc/resources/event_consortium.php">http://www.memphis.edu/fgc/resources/event_consortium.php</a></td>
<td>635 Normal Street</td>
</tr>
<tr>
<td>Floral</td>
<td>Pam Cash</td>
<td>Provide a list of items in the event reserve and can provide names of businesses the University uses</td>
<td>901.678.2793</td>
<td><a href="mailto:pcap@memphis.edu">pcap@memphis.edu</a></td>
<td><a href="http://www.memphis.edu/fgc/resources/event_consortium.php">http://www.memphis.edu/fgc/resources/event_consortium.php</a></td>
<td>635 Normal Street</td>
</tr>
<tr>
<td>Food and Beverages</td>
<td>Aramark</td>
<td>Food, beverages and linen for on-campus events</td>
<td>901.678.2046</td>
<td><a href="mailto:steinhauer-jillian@aramark.com">steinhauer-jillian@aramark.com</a></td>
<td><a href="https://tigerdining.catertrax.com">https://tigerdining.catertrax.com</a></td>
<td>499 University Center, #108</td>
</tr>
<tr>
<td>Fogelman Executive Center</td>
<td>Keisha Evans</td>
<td>Restaurant, food, beverages, meeting and catering sales</td>
<td>901.678.3700</td>
<td><a href="mailto:leavens1@memphis.edu">leavens1@memphis.edu</a></td>
<td><a href="http://www.memphis.edu/fecc">http://www.memphis.edu/fecc</a></td>
<td>330 Innovation Drive, Suite 206</td>
</tr>
</tbody>
</table>
Registration
Henry Robbins
Information related to collecting registration fees online and creating an event web link
901.678.1376
hrobbins@memphis.edu
http://www.memphis.edu/express/
115 Wilder Tower

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/
255 University Center

Physical Plant
$ Lighting
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 Steinhauser
Linens available with catering order
901.678.2046
steinhauser.jillian@aramark.com
http://www.memphis.edu/communications/contactus/index.php
409 University Center, #108

Stage
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

Space Reservation
Derek Meyers
Any safety or security needs before, during and/or after a function
901.678.3848
dmeyers@memphis.edu
http://www.memphis.edu/police/
100 Zach Curlin Parking Garage

Alumni Hall
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/fit/index/index.php
365 Innovation Drive, Suite 303

Evangelist Executive Center Holiday Inn
Keisha Evans
Full Service Event and Catering Facilities
901.678.3700
kevans12@memphis.edu
http://www.holidayinn.com/cmain uda.php
330 Innovation Drive, Suite 206

Hall of Fame
Kim House
Scheduling and event needs for the Hall of Fame
901.678.4406
khouse@memphis.edu
http://kodgerлож.com/
Athletic Office Building

Holiday Inn
Keisha Evans
Full Service Event and Catering Facilities
901.678.2957
kevans12@memphis.edu
http://www.holidayinn.com/cmain uda.php
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
$ Trees
Moving and Set-up for events outside of Rose Theatre and University Center
901.678.4555
trees@memphis.edu
http://www.memphis.edu/express/
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
steinhauser.jillian@aramark.com
http://www.memphis.edu/conferences/
255 University Center

Physical Plant Front Desk
$ Trees
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

Pam Cash
Can assist with getting campus events in This Week to be distributed to all Faculty and Staff
901.678.2135
mcash@memphis.edu
http://www.memphis.edu/communications/Staff/index.php
301 Administration Building

Tommy Miller
Blue box buses available for re-routing or for hire
901.678.5248
mlinder5@memphis.edu
http://www.memphis.edu/parking/bluebox.php
320 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
207 Herzog Building

Marty Deull
Video producer for campus events
901.288.8038
mdeull@memphis.edu
http://www.memphis.edu/communications/contactus/index.php
301C Administration Building

Telephone Numbers
901.288.8038
901.678.2699
901.678.5248
901.678.2135
901.678.2793
901.678.2699
901.678.4335
901.678.5000
901.678.3848

Email Addresses
mldeull@memphis.edu
pp@memphis.edu
tmller19@memphis.edu
gmaxey@memphis.edu
pp@memphis.edu
ktjnes12@memphis.edu
pp@memphis.edu
pp@memphis.edu
pp@memphis.edu
pp@memphis.edu
pp@memphis.edu
pp@memphis.edu
pp@memphis.edu
pp@memphis.edu
pp@memphis.edu
pp@memphis.edu
pp@memphis.edu
pp@memphis.edu
pp@memphis.edu
pp@memphis.edu
pp@memphis.edu
pp@memphis.edu
pp@memphis.edu
pp@memphis.edu
pp@memphis.edu
pp@memphis.edu
pp@memphis.edu
pp@memphis.edu

Website Links
http://www.memphis.edu/communications/contactus/index.php
http://www.memphis.edu/pp/workrequest.php
http://www.memphis.edu/parking/tigerpark.php
http://www.memphis.edu/logo/resources/event_consortium.php
http://gotigersgo.com/
http://www.memphis.edu/conferences/institute.php
http://www.memphis.edu/conferences/rosetheatre.php
http://www.memphis.edu/conferences/universitycenter.php
http://www.memphis.edu/conferences/studentplaza.php
http://www.memphis.edu/conferences/halloffame.php
http://www.memphis.edu/conferences/show.php
http://www.memphis.edu/conferences/dining.php
http://www.memphis.edu/conferences/airport.php
http://www.memphis.edu/conferences/scheduling.php
http://www.memphis.edu/conferences/internal_scheduling.php
http://www.memphis.edu/bursar/