



Michael D. Rose Theatre Lecture Hall

The University of Memphis | Conference and Event Services

470 University Ave, 38152 | 901.678.5000

FREQUENTLY ASKED QUESTIONS

The University of Memphis | Michael D. Rose Theatre Lecture Hall

What is included as part of my initial reservation package?

- Access to the Rose Theatre for a 4 or 8-hour block, initial setup of furniture and manager-on-duty are all included.
- We suggest that event managers plan to open doors to the public one hour prior to advertised Event Start time and plan to end their reservation one full hour after the Event End time.

What fees can I expect?

- Each event will require a minimum of two hourly student staff members to staff the building.
- Additional hourly student staff are required for additional technical roles and/or for expected attendance over 500.
- AV equipment rental including projector, wireless microphones and PA.
 - See Technical Specifications for full technical details.
- Parking and/or Security.
 - See below
- Additional staging or flooring.

What additional fees may be applied?

- Extended hours fees.
- Custodial fees, in the event that the building is left in a state exceeding normal housekeeping duties, as determined by the Rose Theatre.

Can the facility accommodate the needs of my event?

- All technical/logistical aspects of an event must be confirmed with the facility as part of the reservation process.

What are the duties of the on-site staff?

- The manager-on-duty ensures safety of the guests by overseeing the property and monitoring the event. He/she will also be available to receive deliveries, help direct guests and vendors, and maintain the facility (check lighting and temperature, contact housekeeping, etc). He or she also coordinates the efforts of the student staff on logistical, technical and facility details.
- Student technicians ensure that the pre-arranged technical aspects of the event are executed successfully.
 - Student technicians do not play the role of stage manager.
- Building ushers ensure safety of the guests by monitoring capacity, egress and other crowd management duties.
 - Building ushers do not play the role of event ushers.

What are the parking options?

- "Special Event", cash parking for the Zach Curlin Garage will be scheduled for events expecting 300 or more guests.
- Individual parking passes are available.
- Option to purchase garage for the day, pending availability.

Can I provide my own security?

- Police Services is notified and reserves the right to require Campus Police for all events expecting offsite or 300 or more guests, and for all events where cash will be exchanged.
- Offsite security must be approved in writing by Police Services.
 - Campus Police must also be present if third party security is scheduled.
 - Weapons are not permitted.

May I use my own caterer?

- The University is under contract with Aramark.

What is the Rose Theatre's alcohol policy?

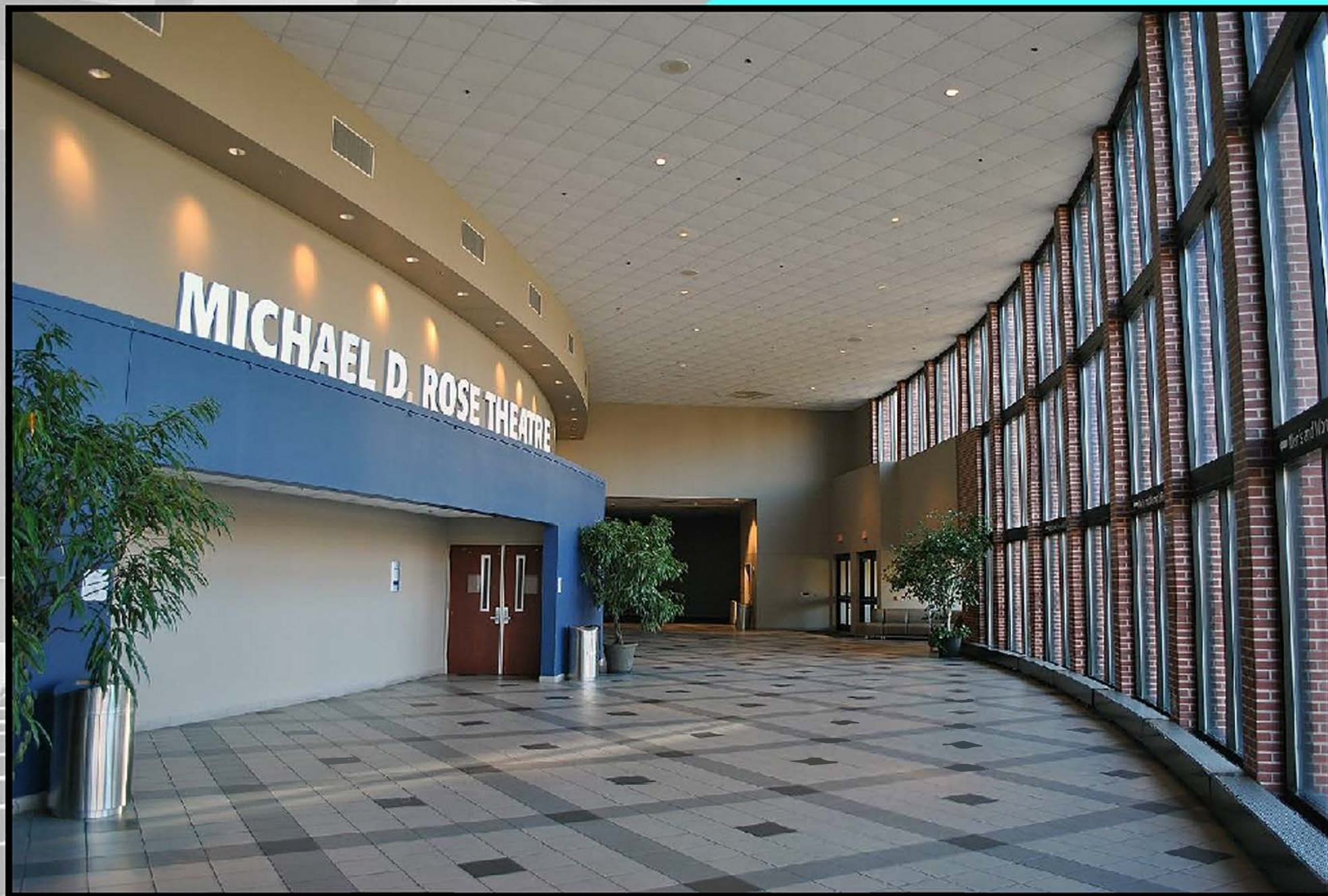
- The University of Memphis is a dry campus.

Can I host a fundraiser?

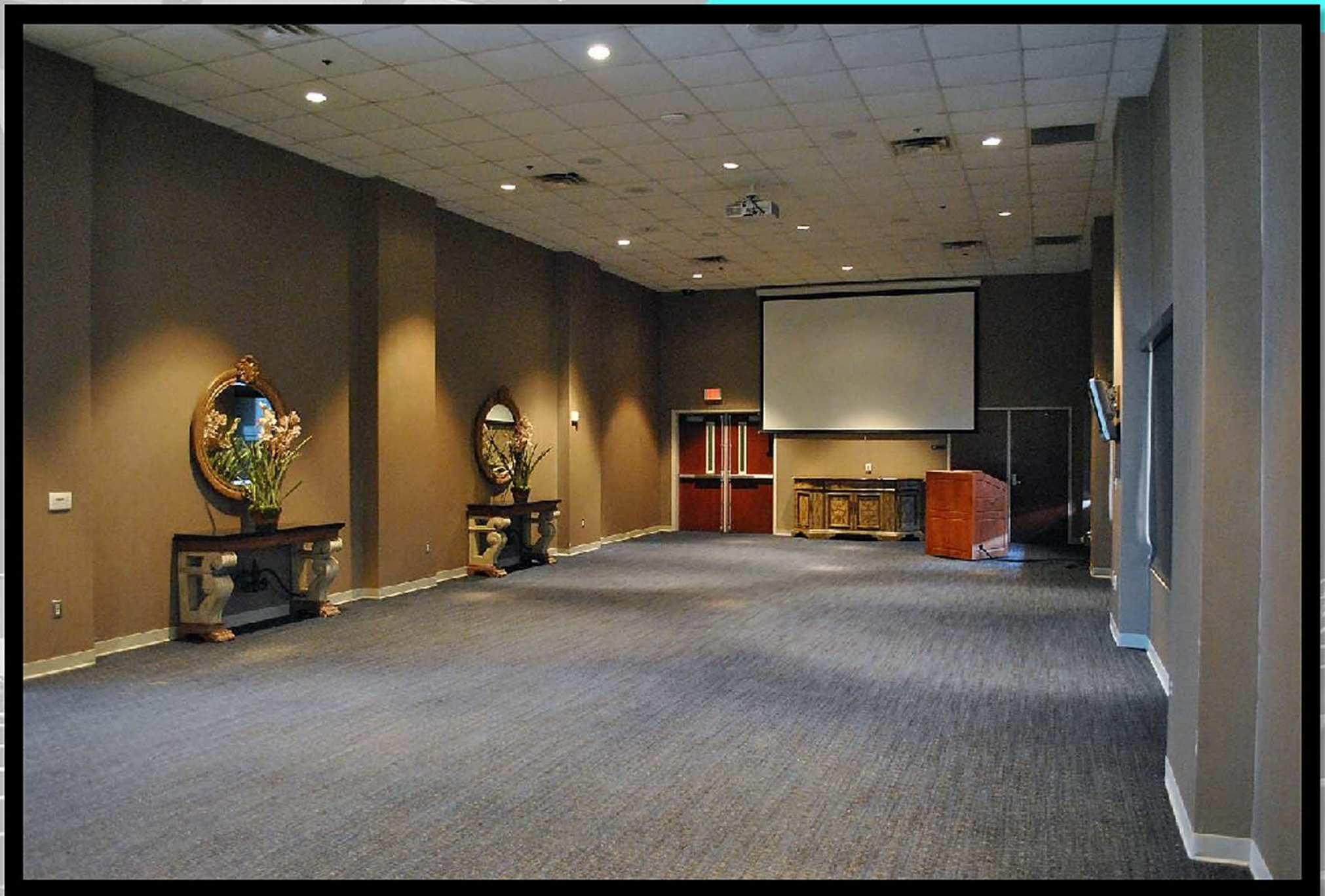
- Per University regulations, no items may be sold on the premises without prior arrangement and written permission.
- All Ticket Sales, Event Registration Fees and Fundraising must be arranged as part of the reservation process.



Main Entrance | Accessible Via Zach Curlin Garage



Main Lobby View to South Lobby



South Lobby



Main Stage | Seating Capacity 921

	Z	1	2	3	4	5	WC	WC	C										
	Y	1	2	3	4	5	6	7	8	9	10	11	12	13	14				
X	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15				
W	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16			
V	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16			
U	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16			
T	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16			
S	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16			
R	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16			
Q	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16			
P	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16			
O	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16			
N	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16			
M	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16			
L	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16			
K	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16			

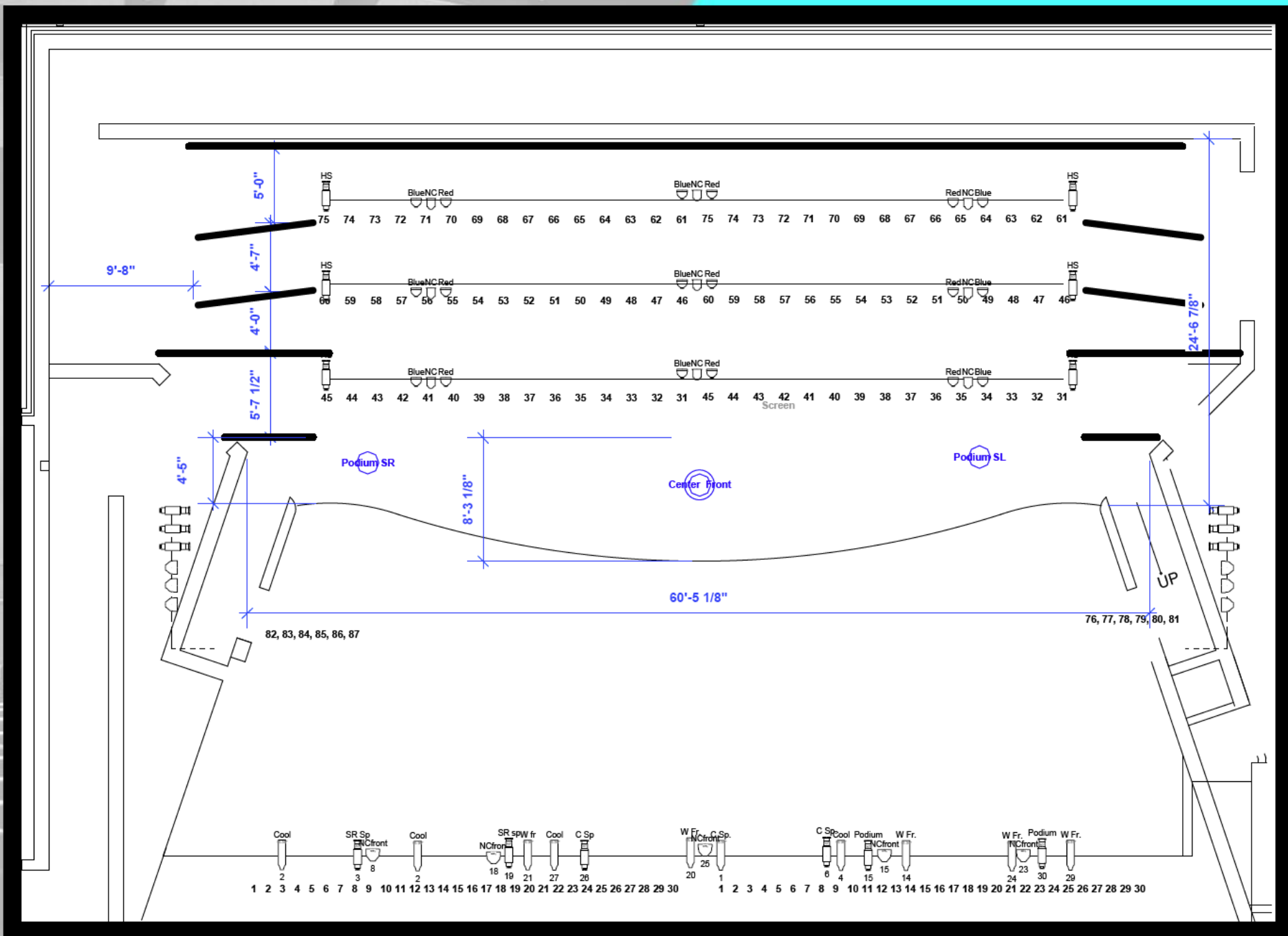
C	WC	Section C: 250																																WC	C				
17	18	19																																	35	36	37		
16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50					
15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50				
15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50				
15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50				
	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50		
14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50			
13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50		
12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	
12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	
12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	
11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50
	C	WC	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	WC	C																				

	C	WC	WC	9	10	11	12	13	14	Z					
15	16	17	18	19	20	21	22	23	24	25	26	27	28	Y	
33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	X
38	39	40	41	42	43	44	45	46	47	48	49	50	51	52	W
37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	V
	36	37	38	39	40	41	42	43	44	45	46	47	48	49	U
36	37	38	39	40	41	42	43	44	45	46	47	48	49	T	
36	37	38	39	40	41	42	43	44	45	46	47	48	49	S	
33	34	35	36	37	38	39	40	41	42	43	44	45		R	
35	36	37	38	39	40	41	42	43	44	45	46	47		Q	
34	35	36	37	38	39	40	41	42	43	44	45			P	
	33	34	35	36	37	38	39	40	41	42	43			O	
33	34	35	36	37	38	39	40	41	42	43		N			
33	34	35	36	37	38	39	40	41	42	43		M			
32	33	34	35	36	37	38	39	40	41		L				
28	29	30	31	32	33	34	35	36	37		K				

G	I	1	WC	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	WC	31	I			
	H	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	H				
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36
	F	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	F	
	E	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	E	
	D	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	D		
	C	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	C				
	B	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	B						
A	WC	2	3	4	5	6	7	8	9	10	11	12	WC	14	15	16	17	18	19	20	21	22	23	24	WC	A										

Handicapp Accessible Seats:	8
Wheelchair Spaces:	13
Companion Spaces:	6

Stage



Stage Dimensions | Lighting Plot

TECHNICAL SPECIFICATIONS

The University of Memphis | Michael D. Rose Theater

Theatre Location

470 University Ave, Memphis, TN 38152-3824

Note: for GPS Directions use address for Zach Curlin Parking Garage: 505 Zach Curlin St. Memphis, TN 38152

Administrative Office and Mail

University Center Scheduling Office
499 University Ave, Suite 255
Memphis, TN 38152-3824

Personnel

Manager, Sales and Marketing	Michael Cochran	mcochran@memphis.edu	901.678.5000
Coordinator, Sales and Marketing	Julie Green	jegreen2@memphis.edu	901.678.3946
Manager, Event Support and Services	Elizabeth Fudge	e.fudge@memphis.edu	901.678.3091

Loading:

See attached map: The street-level loading dock is down a 640 ft. driveway. It is accessed via the right-most *double* gate off Zach Curlin. Distance from truck parking to street-level dock is approximately 50 ft. There are no stairs. Entrance to the backstage area is through a 7.5' x 7.5' garage door, with a 90 degree turn and up a 36' ramp. Storage for scenery is limited to a space approximately 20' x 30'. Entrance to the stage is through another 7.5' x 7.5' garage door.

Note: All vehicles must be moved to alternate parking after loading. Parking passes may be obtained through the scheduling office.

Facility

Seating Capacity

Installed Seats	921
Mobility Impaired Seats	13
Total	934

Theatre Dimensions

Proscenium Width:	60'
Height of Stage from Floor:	3'6"
Stage Depth from Plaster Line:	21'
Stage Depth from Apron:	28'
Stage Width, Wall to Wall (including wings)	80'
Grid Height (Note, All batons are dead hung)	25'
FOH lighting position height:	30'
Projector and Sport to Screen:	94'
Projector to Back Wall of Stage:	112'
Sound and Light Position from Plaster Line:	86'
Wing Space SR:	10'
Wing Space SL:	3'

Soft Goods

There are 3 full black travelers placed US, MS and DS. The MS and DS travel by mechanical winch.
Teasers are trimmed at 24'6".
All soft goods are dead-hung.

Stage Floor

Tongue and groove yellow pine over $\frac{3}{4}$ " fire treated plywood on sleepers. Sleepers sit on asphalt.
There are choir risers in stock.
There is a Marley floor in stock.
The stage is painted black.

Dressing Rooms

Two dressing rooms and one green room available approximately a 50ft walk from SL stage entrance.
Both dressing room equipped with one restroom with shower, paging system and video feed of stage.
The dressing rooms do not lock. The green room does lock.
Racks, steamer in stock.

Main Lobby

5,000 sq. ft.
Equipped with paging speakers

South / Entertainment Lobby

1,400 sq ft.
Air wall can be deployed to separate lobby from entertainment lobby.
Capable of theatre style seating for 85
Projection Screen and projector
Smart Podium with Blu-Ray drive, lectern microphone, Desktop PC, AUX cable for MP3 player.

Tick Booth

Two Ticket windows

Communication

The Theatre is equipped with a Clear Comm intercom system with stations at SL, SR, spot tower, light board, sound board, and projection booth.
There are video screens displaying a live feed from the stage located off stage left, and in both dressing rooms.

Electrical

- | | |
|---|--|
| 1 | 400A/208v, three phase , Camlock company switch midstage back SR |
| 6 | 20A/120v circuits backstage SR |
| 2 | 20A/120v circuits downstage over 5 receptacles |
| 1 | 20A/120v circuit SL |
| 2 | Additional 200A/208v switch located in the rear loading dock |

Projection

Projection Screen	12' US 35'w x 15'h
LCD Projector	Panasonic PT-DW100U
Blue Ray Disc Player	D&M DBP-2012UDCIP Blu-Ray DVD/CD Player
Surround Sound	PROCISE 7.3 High-Definition Professional Surround Sound Processor
Projector Douser	Folsom Image Pro
Cue Playback	QLab Version 2 (Mac), Windows 7 PC

Audio

Audio Capabilities

- 48 mono inputs and 4 stereo inputs via the Yamaha M7CL (32 On-stage XLR inputs)
- 4 Channels of Shure ULXD Wireless
- 6 Monitor outputs on stage (NL4 Jacks)

Inputs

- 22 XLR inputs on both SL and SR
- 10 XLR inputs on stage in floor pockets

FOH

- 1 Yamaha M7CL-48 Mixing Console

FOH Playback

- 2 Denon CD/Tape Playback with Remote

Digital Signal Processors

- 3 Biamp Audia Flex DSP Units over CobraNet

FOH Speakers

- 3 JBL Flown arrays
[Surround Sound](#)
- 5 Crown Com-Tech 1610
- 8 Crown Com-Tech 810
- 2 Crown Com-Tech 410
- 1 Crown Com-Tech 210

JBL Flown Arrays

- [Two side arrays each containing:](#)
- 2 A642A Subwoofers
- 1 4894-90A Two-way loudspeaker
- 1 4893A Compact Subwoofer
- 2 489A Compact Two-way loudspeakers
- [One center array containing:](#)
- 2 4892A Compact Two-way loudspeakers
- 2 4893A Compact Subwoofers
- 1 4894-90A Two-way loudspeaker

Monitors

- 6 Monitor Out channels onstage
- 5 JBL JRX-112M
- 3 JBL Sound Factor SF12M

Hearing Impaired System

- Phonic Ear PE 500R

Other In House Equipment

3	Music Stands
2	50' 8 Channel Snake
2	12 Channel Snake
6	Passive DI Boxes
1	Active DI Box
1	9ft. Kawai Piano
29	Guest Chairs
1	Podium with 8" Gooseneck

Lighting

10	Altman	15-35 Zooms	750w
12	Altman	20 Shakespeare	750w
12	Altman	30 Shakespeare	750w
32	Altman	Star Pars	750w
18	Source 4	Parnell	575w
9	Altman	8" Fresnel	1000w
1	Source 4	36	575w
2	Altman	6 x 9	750w
2	Lycian	Super Arc HT1400	1000w

Additional Lighting Equipment

18	Barn Doors
5	Pattern Holders

Dimmers

93	Independent Circuits (dimmer per) 2.4kw ETC SR48 Sensor Dimmers
----	--

Control

ETC Ion
