Contact Information:

**Pam Cash**
- pcash@memphis.edu
- 901.678.2793
- 901.634.2160

**Melissa Moore-Brigance**
- mmoore@memphis.edu
- 901.262.2365
Reserve Location:

**Orgel Educational Center – Room 127**

- **Entrance is located at the rear of the Orgel Educational Center and is between the rear of Orgel and the west side of the Art & Communication Building.**

- **The drive is on Central Avenue directly across from the Holiday Inn.**

- **It is the first drive on the right going east on Central Avenue past the traffic light at Fogelman/Deloach.**

- **The front entrance of Orgel Educational Center is not accessible and is locked due to safety protocols of University Middle and University High. The rear entrance must be used.**

- **There are double doors on the rear dock of OEC - our doorbell is to the left of the double doors.**
Orgel Educational Center

View of entrance from Central Avenue.

Dock Area - doorbell is to the left of the double doors.
Reserve Notes:

• We do not have an office or phone line in the Reserve.

• Pickup & Return times are by appointment only.

• A calendar invite will be sent for your pickup and return appointments.

• We do not deliver items - please arrange for the transportation of your reserved items.

• Please be on time for pickup and return. We are only in OEC when you have an appointment time.

• Because we have over 300 visits to the Reserve from various departments, please be respectful of the needs of others.

• Please bring boxes or plastic tubs to transport your items.
• When you arrive, please ring the doorbell of the OEC. Doorbell is located on the left side of the double doors on the OEC dock.

• We do not have wax candles available for use. Wax candles are not allowed in the University Center. We do have rechargeable/battery operated candles for use.

• Batteries are not supplied. You will need to supply any that are needed for the fairy lights, puck lights or flameless candles.

• Please let us know if an item is broken or defective.

• IMPORTANT: The front doors of OEC are locked and cannot be utilized due to safety protocols for University Middle School & University High School.
Info Hub

3641 Central Avenue

Occasionally we have a need for you to pickup/return your items at the University of Memphis Info Hub. We will let you know if this is necessary.

It is located on the southwest corner of Central Avenue & Patterson (across Patterson from the Fogelman College of Business & Economics.)
Vendors:

Audio/Visual
ProShow
Kory Myers 662.209.1909
kory@proshowsystems.com

Floral
Holliday Flowers
901.753.2400

Linens, Chairs, Tables, Tents
Mahaffey’s - 901.541.6942
Julie - 901.237.2261 cell
julie@mahaffeytent.com

Hicks Convention Services - 901.272.1171
Casey - casey@hicksconventions.com
Wanda - wanda@hicksconventions.com

Balloons
Ivy League
Brittnae Campbell - 901.283.3643
info@ivyleagueevents.com

Plaques, Engraving
C & J Trophy
Camille - 901.452.5393

Promotional Items
Zebra Marketing
Rob Hewitt - 901.515.8845
rob.Hewitt@zebrapromos.com
Centerpieces

Acrylic - 3 Sides with Base - can add puck lights in center (30)

Heavy Cardboard - Foldable with Velcro at the Top (30)

2 Piece Cross M (30)
Tables & Chairs

- White Wooden Chairs (75)
- Bistro Tables - can be high or low (10)
- Black Metal Folding Chairs (25)
- 60” Round Tables (12)
- 8’ Rectangle Tables (6)
Available Items

Acrylic Podium
Metal Podium
Chrome Stanchions & Ropes (20)
Rolling Cooler (2)
Portable Bar (3)
Portable Sound System
Inflatable Pouncer (2)
Treat Tray (2)
Standard Size Easels (8)
Desktop Size Easels (8)
Vertical Banners (8)
Table Covers (8)
Assorted Clear Bud Vases (10 each)

Assorted Gray Vases (10 each)

Assorted Clear Cylinder Vases (20 each)
Rechargeable Up Lights (30)

Votive Holders
- Small - (12)
- Square Silver (15)
- Silver Ball (30)

Rechargeable Tea Lights (75)
Battery Operated Tea Lights (75)

Band Hats for Centerpiece or Decoration (50)
Acrylic Centerpieces (20)

Silver Candle Holders (15)

Assorted Vases (10 each)
Mirror Centerpieces (30)

Table Sign Holders
- 8” Tall (30)
- 12” Tall (30)
Circular Large Metal Centerpiece (10)

Circular Small Metal Centerpiece (10)

Pom Poms

Umbrella Carts (4)

Blue, Silver & Natural Pinecones to be used in Centerpieces
Tall metal centerpieces with candle holders (10 of each)

Tall trumpet vases (20 of each size)

Lantern type vases (20)
Please feel free to contact us with any questions.