

The logo graphic on the left side of the slide consists of several overlapping, stylized geometric shapes in various shades of blue. These shapes include solid blue triangles, rectangles, and areas with fine horizontal or diagonal line patterns, creating a modern, architectural feel.

University of Memphis

Special Events & Special Projects

Event Consortium Update & Review

March 14, 2024

Contact Information:

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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.

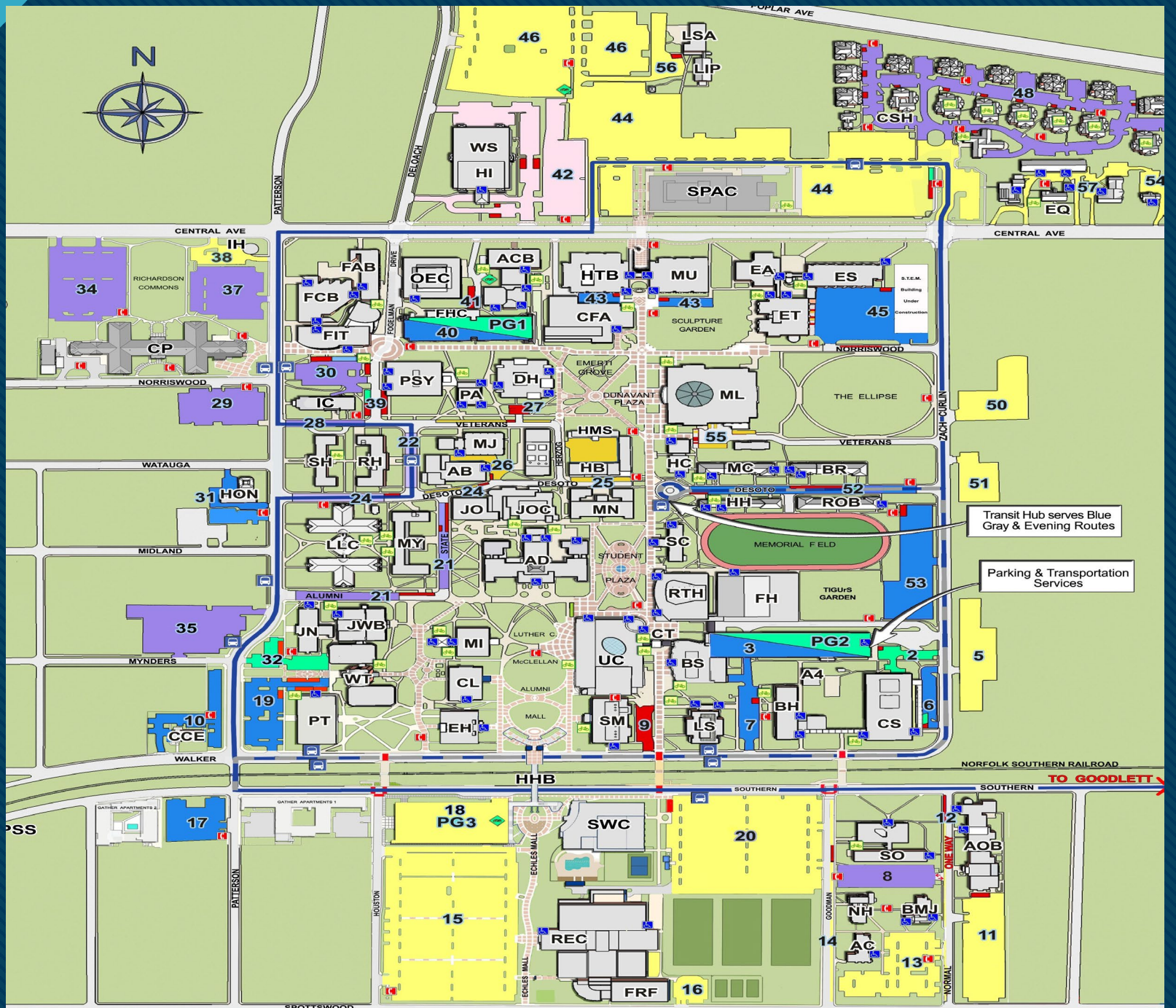
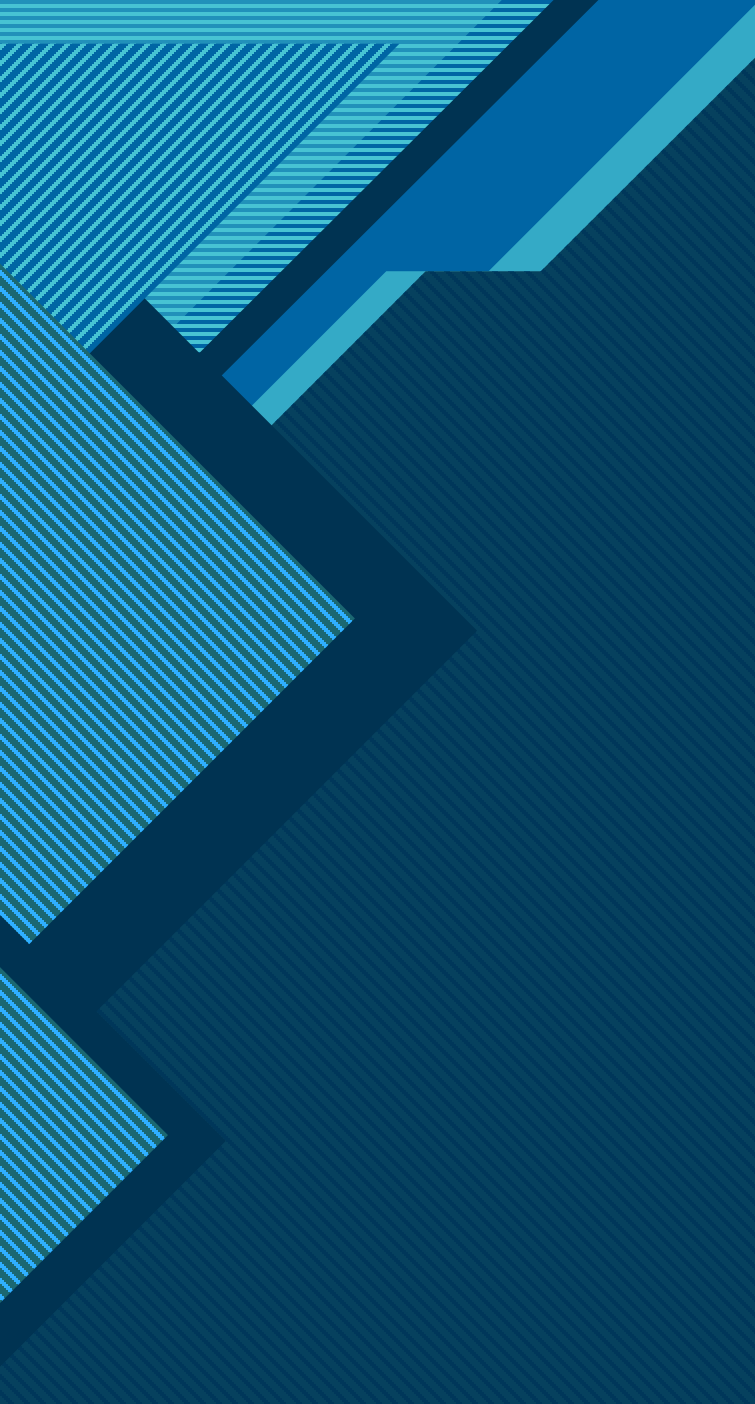
Orgel Educational Center



**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.

Cont.

- 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

Brittinae 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

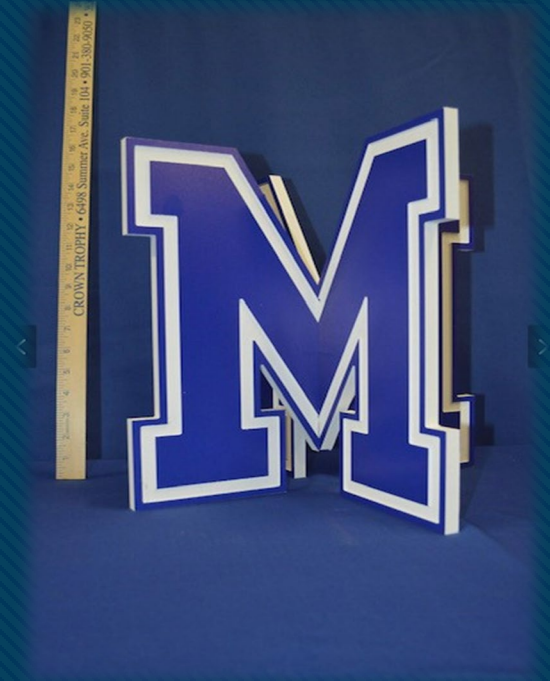
Centerpieces



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 Sound System

Portable Bar (3)



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)

Blue, Silver &
Natural Pinecones
to be used in
Centerpieces



Pom Poms



Umbrella Carts (4)





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.**

