Event Consortium

Pam Cash (2793) pcash
Melissa Moore-Brigance (2387) mmoore
Event Consortium Reserve

• Fogelman Executive Center – Room 127
  – Enter through door on the east side of the building
  – Service drive between FEC and ACB
• By appointment Only
• Please USE EAST ENTRANCE
  – Cannot enter from Innovations Drive entrance
Event Consortium Reserve – New Location
Event Consortium Check-out Process

• Items can be checked out by appointment only Monday – Friday
  ➢ Monday, Wednesday, and Friday – 9:30 a.m. – 11:00 a.m.
  ➢ Tuesday and Thursday – 1:30 p.m. – 3:00 p.m.
  ➢ Call (2843) or e-mail (events@memphis.edu) for an appointment

• Items can be checked-out the day before an event and returned the next day

• Check-out form must be completed

• Departments are responsible for items broken or not returned

• Items to picked-up from and returned to Reserve location only
Event Consortium Web Page

http://www.memphis.edu/logo/resources/event_consortium.php

• Reserve Check-out Form
• Event Checklist
• Event Summary
• Resource Guide
• Reserve Picture Inventory
Event Consortium Check-Out Form

• Form to be completed by person picking up items
• U# required
• Form to be signed by Event Consortium staff at check-out and check-in
• All items will be checked upon return and verified to match form
• Form to remain on file in Event Consortium office
• Items not returned or damaged will be charged to department listed on form
Good to Know

• Podiums
  o Acrylic and industrial metal podiums available for check out through the Reserve
  o Conference and Events Services also has them available upon request in the UC
Good to Know

• Linens
  o Recommend that all linens go to the floor
    ▪ Chartwells can provide linens with order, but may not go to the floor
• Centerpieces
  o Recommend for a 60” round at least a $50 floral
    Available through outside vendors
    Occasionally the Reserve will have some available from events
    Some florist offer the option of renting the vases to help on cost
  o Recommend for a buffet table or food service table $100-$125
  o Recommend for a bistro or high-boy table $10-$15
Alcohol at Events

• Approval must be received prior to event
  – Form to be completed by responsible party
  – Must be approved by the President
  – Be specific about who will be in attendance and include if students are invited and/or will be in the building where alcohol is to be served

• Requires a licensed bartending company
  – Chartwells can assist or provide recommendations
Photographs and Videos of Your Event

• Check-out cameras available in the Marketing and Communication Office – marketing@memphis.edu or 901.678.2843

• Staff photographer and videographer are available by appointment only and focus on general campus photos/videos and high profile events
  – Contact your Marketing Manager for the form
Live Streaming

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Q & A
Next Meeting:

Spring 2022