



Event Consortium Reserve Catalog

By checking out any items below, you accept and assume full responsibility for the care of the items while in your possession and ensure the proper return of all items.

Should something happen to the items while they are checked out or the items are returned damaged or missing anything, the department listed on the Check-Out Form will be held financially responsible for repair or replacement.

The party checking out the items is responsible for picking up and returning to the Event Reserve.

For large items - 6' and 8' round tables, bistro tables, wood chairs, and folding tables - a work order must be placed through Physical Plant to move the items.

This is not an exhaustive list, as there are always new items being added to the Reserve. If you have any questions about item availability, please contact events@memphis.edu and we will be happy to help.

To check out items from the Reserve, [click here](#).

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Hurricane Vases - 3 sizes (50 each)



Vases - Various Sizes (24 each)



Silver Lanterns - 2 sizes (8 each)



**Various Glass Candle Holders (30)
and Chargeable Candles (60)**



Table Number/Card Holder - 2 Sizes (40 each)



Gingham Centerpiece (10)



Small Leaping Tiger Table Decor (6)



Tri-Fold Leaping Tiger (20)



Decorative Megaphone (20)



Cross M (30)



Vertical Banner (4)



Acrylic Leaping Tiger Centerpiece (20)



Twisted Metal Candle Holder - 2 Sizes (10 each)



Sphere Crystal Centerpiece (12)



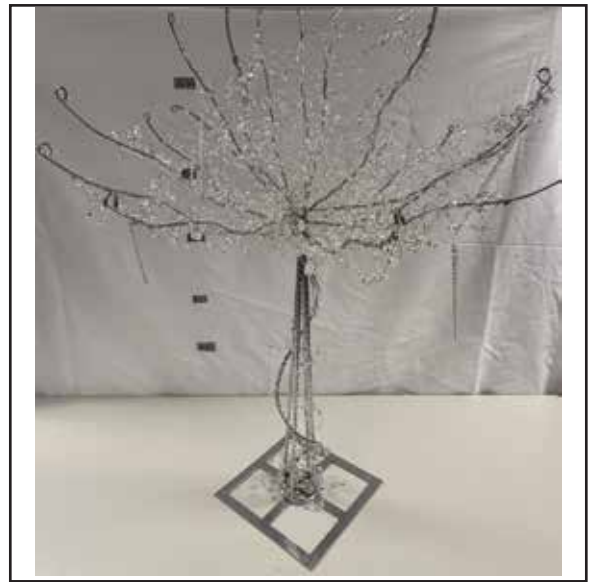
Candlabra-Style Crystal Centerpiece (5)



Flower Crystal Centerpiece (12)



Metal Rectangle Centerpiece (20)



Crystal Tree (12)



Placing a work order through Physical Plant is required to move these items.



Logo Cooler (3)



6' round table (10)



Bistro Tables - 2' and 4' Options (10)



6' Rectangle Folding Table (2)



Rope and Stantions (20)



White Wooden Chair (40)

Borrowed linens must be washed, dried, and folded upon return.



Black Round 132" (30)



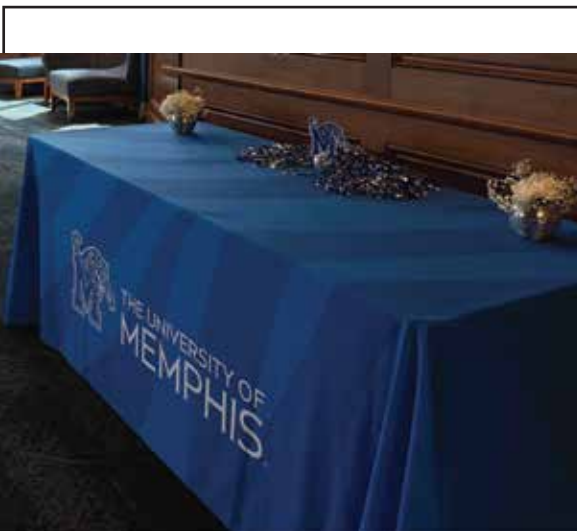
Black Rectangle (15)



White Round 132" (30)



Blue Table Runners - 12"x100" (20)



Branded Tablecloth (2)



Blue Square Table Topper (20)