

First Right of Refusal Guidelines

The University of Memphis operates highly capable and cost-effective services to meet many of the University's needs. University departments should utilize any service provided by the University prior to seeking external vendors. The requirement to use the University services promotes economic efficiency and cost-recovery and fosters greater compliance with University goals.

Conference & Event Services (CES) is able to meet the full realm of event needs. In addition to event space on and off main campus, CES provides comprehensive event management services including, but not limited to financial management, on-line registration and virtual event management. Please visit memphis.edu/conferences for full listing of services or set-up a meeting by calling ext. 5000.

Organizers of events, special meetings, trainings or conferences which are being sponsored by or paid for with University funds with attendance over 25 people who wish to utilize an outside vendor must submit their Request for Exception Form (below) to the Director of Conference & Event Services at least 14 days prior to the event or start of desired service. The Director will review the request and will approve, deny and/or suggest appropriate alternatives in keeping with University goals. Consideration will be given to:

- Groups who are able to demonstrate a viable need to host an event off-campus, not to include free space or services
- Groups whose needs are outside of the capabilities of the facilities or equipment offered on-campus

In addition to the Request for Exception of Service Form, a copy of the outline of services and an accurate quote from the preferred vendor must be attached. All documents must be presented at least 14 days prior to the event or the form will be denied.

REQUEST FOR EXCEPTION FORM

Contact Information

Contact/Coordinator: _____

Advisor/Department Head: _____

Organization/Department: _____

Phone: _____

E-mail: _____

Event/Project Information

Event/Project Title: _____ Date Needed: _____

Event/Project Purpose: _____ Items to Outsource: _____

Request:

Describe the reason of choosing a source other than **University of Memphis**:

Please attach the invoice or an accurate quote given by the vendor for this specific event or project. **Please send this request form with the additional documents 14 days prior to the event or project deadline to the Director of Conference & Event Services.** Thank you.