

**2025-2026**

# **Michael D. Rose Theatre Lecture Hall Booking Packet**

**The University of Memphis | Conference and Event Services**  
**470 University Ave, 38152 | 901.678.5000**





**Main Entrance | Accessible Via Zach Curlin Garage**



**Main Lobby | View to South Lobby**



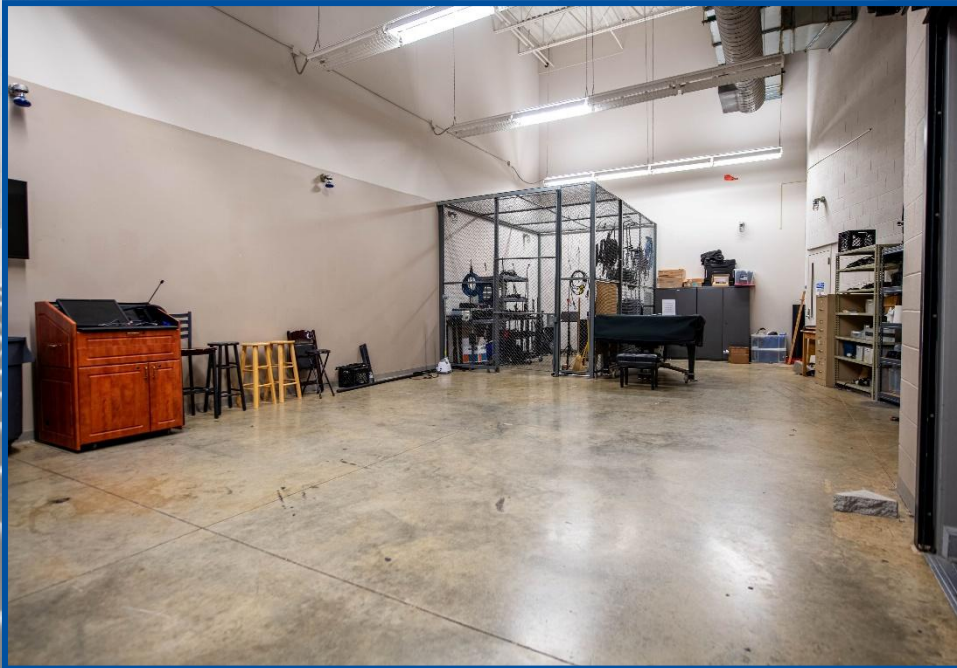
**Main Stage | Seating Capacity 921**



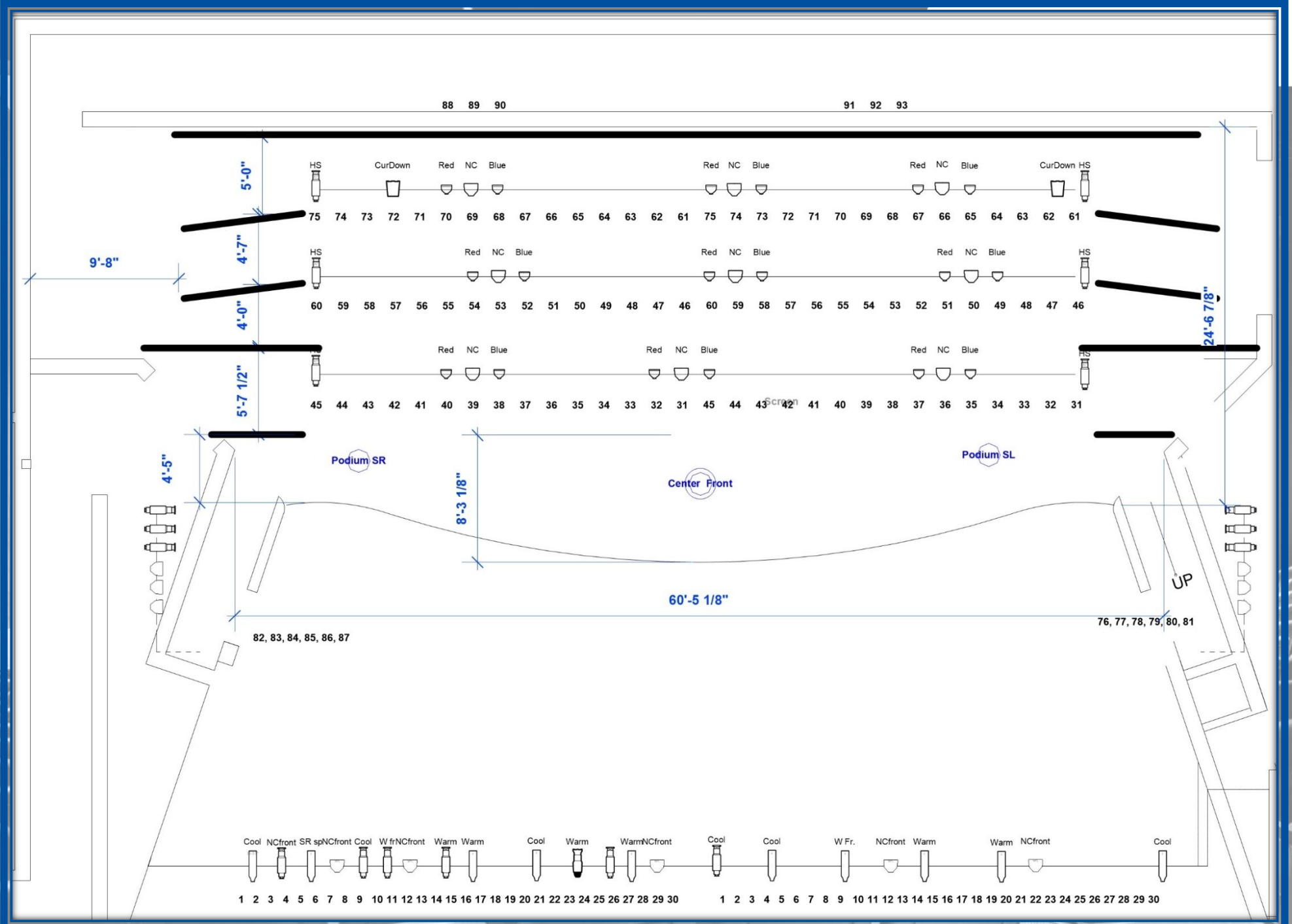
**View From Main Stage | Seating Capacity 921**



South Lobby



**TOP: Green Room & Dressing Room**  
**BOTTOM: Backstage Area**





# TECHNICAL SPECIFICATIONS

The University of Memphis | Michael D. Rose Theater

## Theatre Location

470 University, Memphis, TN 38152-3824

## Administrative Office and Mail

University Center Scheduling Office  
499 University Ave, Suite 255  
Memphis, TN 38152-3824

## Personnel

Sales and Marketing Coordinator	Traci Brothers-McDoniel	traci.mcdoniel@memphis.edu	901.678.1578
Event Production Coordinator	Jasmine Simmers	jsmmers2@memphis.edu	901.678.4335
Event Production Coordinator	Callin Hinze	mchinze@memphis.edu	901.678.3091

## Loading

**See attached map:** The street-level loading dock is down a 640 ft. driveway. It is accessed via the right-most *double* gate off Zach Curlin. Distance from truck parking to street-level dock is approximately 50 ft. There are no stairs. Entrance to the backstage area is through a 7.5' x 7.5' garage door, with a 90 degree turn and up a 36' ramp. Storage for scenery is limited to a space approximately 20' x 30'. Entrance to the stage is through another 7.5' x 7.5' garage door.

**Note:** All vehicles must be moved to alternate parking after loading. Parking passes may be obtained through the scheduling office.

## Facility

### Seating Capacity

Installed Seats	921
Mobility Impaired Seats	13
<b>Total</b>	<b>934</b>

### Theatre Dimensions

Proscenium Width:	60'
Height of Stage from Floor:	3'6"
Stage Depth from Plaster Line:	21'
Stage Depth from Apron:	28'
Stage Width, Wall to Wall (including wings)	80'
Grid Height (Note, All batons are dead hung)	25'
FOH lighting position height:	30'
Projector and Sport to Screen:	94'
Projector to Back Wall of Stage:	112'
Sound and Light Position from Plaster Line:	86'
Wing Space SR:	10'
Wing Space SL:	3'

## Soft Goods

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There are 3 full black travelers placed US, MS and DS. The MS travels by mechanical winch.  
Teasers are trimmed at 24'6".  
All soft goods are dead-hung.

## Stage Floor

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Tongue and groove yellow pine over  $\frac{3}{4}$ " fire treated plywood on sleepers. Sleepers sit on asphalt.  
There is an MDF Dance Floor (required for any dancing with shoes)  
There is a Marley Dance Floor in stock (required for dancing barefoot)  
The stage is painted black.

## Dressing Rooms

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Two dressing rooms and one green room available approximately a 50ft walk from SL stage entrance.  
Both dressing rooms are equipped with one restroom with shower  
Both dressing rooms and green room are equipped with paging system and audio/video feed of stage.  
The dressing rooms do not lock. The green room does lock.  
Clothing racks, steamer in stock.

## Main Lobby

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5,000 sq. ft.  
Equipped with paging speakers (can be used for house music, paging, speaking)  
Equipped with 1 channel of Shure ULXD4Q Wireless, included in final channel count.  
Two video screens at auditorium entrance that can display a feed of the stage, the presentation on stage, a logo, or a video. These screens cannot accommodate a presentation in the Main Lobby by itself.

## South Lobby

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1,400 sq ft.  
Capable of theatre style seating for 72  
Projection Screen and projector  
Smart Podium, lectern microphone, Desktop PC, Bluetooth for phone audio. USB-C & HDMI connections.  
An A/V feed can be sent to the South Lobby from the stage.

## Communication

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The Theatre is equipped with a Clear Comm intercom system with stations at SL, SR, spot tower, light board, sound board, and projection booth.  
There are video screens capable of displaying a live feed from the stage located off stage left, in both dressing rooms, green room, and main lobby.

## Electrical

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- 1 400A/208v, three phase, Camlock company switch midstage back SR
- 6 20A/120v circuits backstage SR
- 2 20A/120v circuits downstage over 5 receptacles
- 1 20A/120v circuit SL
- 2 Additional 200A/208v switch located in the rear loading dock

# Lighting Equipment

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## Lighting Fixtures

10	Altman	15-35 Zooms	750w
11	Altman	20 Shakespeare	750w
12	Altman	30 Shakespeare	750w
32	Altman	Star Pars	750w
18	Source 4	Parnell	575w
9	Altman	8" Fresnel	1000w
1	Source 4	36	575w
2	Altman	6 x 9	750w
1	Source 4	36	750w
2	Lycian	Super Arc HT1400	1000w

## Lighting Accessories

18	Barn Doors
5	Gobo Holders

## Dimmers

93	Independent Circuits (dimmer per)
	2.4kw ETC SR48 Sensor Dimmers

## Control

ETC Ion
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# Projection

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Projection Screen	12' US 35'w x 15'h
Laser Projector	Panasonic PT-MZ16KLWU

# Audio Equipment

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## Audio Capabilities

All audio is Dante AV/IP

54	mono inputs (46 on-stage)
8	Stereo inputs via Yamaha CL3 (FOH)
12	Channels of Shure ULXD4Q Wireless
8	Monitor outputs on stage (NL4 Jacks)
2	Torm-mounted Side Fills (QSC AP5152)

## Inputs

32	RIO3224 Portable Stage Box
10	XLR in floor pockets
2	SL Wall Plate
2	SR Wall Plate
8	FOH at Yamaha CL3 Console

# Audio Equipment (continued)

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## FOH

- 1 Yamaha CL3 Mixing Console w/ Stage Mix app on ipad

## FOH Speakers

QSC Flown Arrays and Subs (LCR config).

## QSC Flown Arrays

Two side arrays each containing:

- 7 QSC LA112
- 2 QSC PLSUB18

One center array containing:

- 3 QSC LA112

## Monitors

- 14 Monitor Out channels onstage via 7 mixes
- 4 QSC AP-4122m
- 3 JBL Marquis Series 115

## Microphones

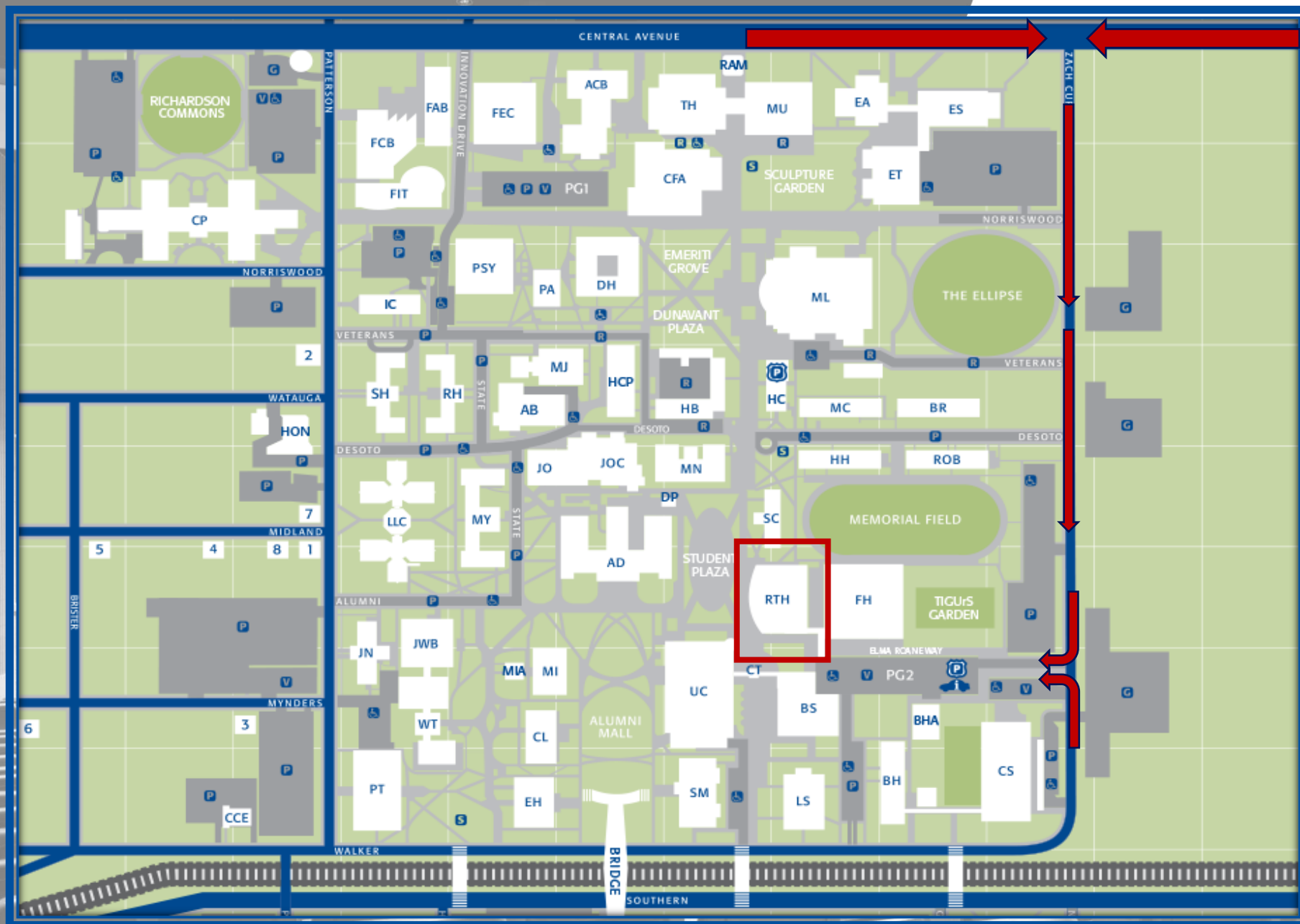
- 12 Wireless Shure 58
- 5 Wired Shure 58
- 8 ULXD1 Lav Packs with 4 lapel and 2 head worn
- 7 Shure 57
- 1 Shure Beta 57
- 6 Shure 81
- 1 Shure PG52
- 10 Shure PG81
- 3 Shure PG56

## Microphone Stands

- 10 Tall Straight Stands
- 8 Tall Boom Stands
- 4 Short Straight Stands

## Other In-House Equipment

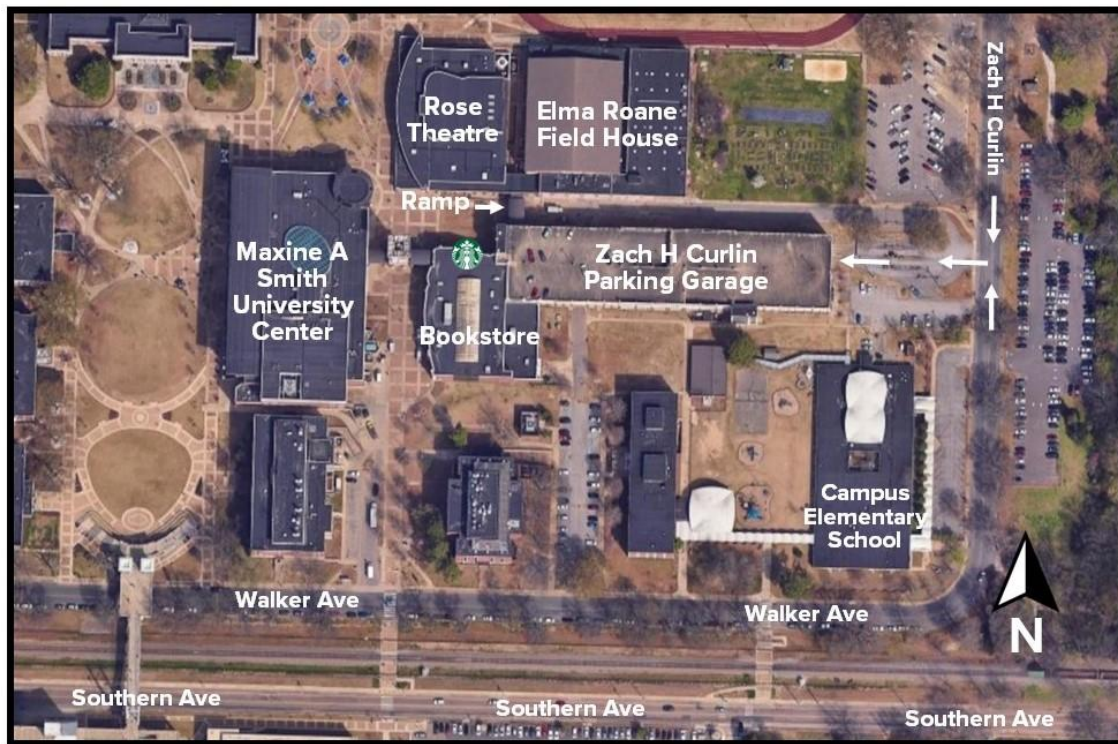
- 4 Music Stands
- 2 50' 8 Channel Snake
- 1 12 Channel Snake
- 4 Passive DI Boxes
- 1 9ft. Kawai Piano
- 29 Guest Chairs
- 1 Podium with 8" Gooseneck
- 4 Guitar Stands
- 2 50" Sony Bravia 4K Confidence Monitors



- All arrows lead to the Zach Curlin Garage.
- Please see instructions on the next page for helpful parking information.

# PARKING INSTRUCTIONS

The University of Memphis | Michael D. Rose Theatre Lecture Hall



## ZACH H CURLIN PARKING GARAGE - 505 Zach Curlin Street, 38111

- **IF PARKING ENTRY GATES ARE UP:**
  - Exit gates will be up until your event is over - a ticket is not needed.
- **IF PARKING ENTRY GATES ARE DOWN:**
  - Take a ticket to enter the garage.
  - At your event, you will be given a BLUE parking pass to scan to EXIT the garage. Do not use the ticket you took at entry. If you have issues with your blue pass scanning upon exit, please press the call button on the machine for assistance.
  - Blue passes are valid for one exit only. If your event is more than one day, you must obtain a new blue pass each day to exit the garage.
- **IF THE EXIT GATES ARE UP, YOU DO NOT NEED A TICKET TO EXIT.**

## HOW TO ENTER THE ROSE THEATRE FROM THE PARKING GARAGE

- After you park, take the elevator or stairs on the West side of the garage to Level 2. Level 2 is the same level of the garage in which vehicles enter.
- On Level 2 of the garage, there is a covered ramp to the Rose Theatre beside the elevator and stairs.
- Once you cross the ramp, you will turn left to access the Rose Theatre entrance.

# FREQUENTLY ASKED QUESTIONS

The University of Memphis | Michael D. Rose Theatre Lecture Hall

## What is included as part of my initial reservation package?

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- Access to the Rose Theatre for a 4 or 8-hour block, initial setup of furniture and manager-on-duty are all included.
- We suggest that event managers plan to open doors to the public one hour prior to advertised Event Start time and plan to end their reservation one full hour after the Event End time.
- If an event is expected to have equipment, set pieces, etc. moving on and off-stage, we strongly recommend scheduling a rehearsal day in addition to your event reservation.

## What fees can I expect?

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- Each event will require a minimum of two hourly student staff members to staff the building.
- Additional hourly student staff are required for additional technical roles and/or for expected attendance over 500.
- AV equipment rental including projector, wireless microphones, additional monitors, etc.
  - See Technical Specifications for full technical details.
- Parking and/or Security.
  - See below for additional information.
- Custodial fees on weekends, and any weekday/weeknight events in which attendance is expected to be over 100.
- Additional staging or flooring.
- Fees for utilizing University ticketing platform.
  - If utilizing an external ticketing system, please coordinate ticketing guidelines with on-campus staff.

## What additional fees may be applied?

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- Extended hours fees.
- Cleaning fees if the space is left in a state exceeding normal housekeeping duties, as determined by the Rose Theatre.
- Use of our house piano requires an additional tuning fee.

## Can the facility accommodate the needs of my event?

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- All technical/logistical aspects of an event must be confirmed with the facility as part of the reservation process.

## What are the duties of the on-site staff?

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- The manager-on-duty ensures safety of the guests by overseeing the property and monitoring the event. They will also be available to receive deliveries, help direct guests and vendors, and maintain the facility (check lighting and temperature, contact housekeeping, etc.) They also coordinate the efforts of the student staff on logistical, technical and facility details.
- Student technicians ensure that the pre-arranged technical aspects of the event are executed successfully.
  - University technicians cannot play the role of stage manager unless an additional rehearsal day is scheduled.
- Building ushers ensure the safety of guests by monitoring capacity, egress and other crowd management duties.
  - Building ushers do not play the role of event or seating ushers.

## What are the parking options?

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- For events expecting 125 or more attendees, Zach Curlin Garage is required to be rented at a rate of \$500/day.
- Individual parking passes are available.

## Can I provide my own security?

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- Police Services reserves the right to require Campus Police for all events. Security requirements are determined by Police Services and an Event Review committee who utilize a standardized event review matrix.
- External security must be approved in writing by Police Services.
  - Campus Police must also be present if third party security is scheduled.
  - Weapons are not permitted.

## May I use my own caterer?

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- The University is under contract with Chartwells and is unable to allow outside food or beverages.

## What is the Rose Theatre's alcohol policy?

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- The University of Memphis is a dry campus. The serving of alcohol requires approval from Risk Management.

## Can I host a fundraiser?

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- Per University regulations, no items may be sold on the premises without prior arrangement and written permission.
- All Ticket Sales, Event Registration Fees and Fundraising must be arranged as part of the reservation process.