

The image shows the interior of a large lecture hall. The ceiling is dark with a grid of recessed, rectangular light fixtures. The walls are dark, and there are curtains on the right side. The floor is covered with rows of dark, upholstered seats, all facing towards the front of the room. A blue banner is overlaid on the lower half of the image, containing text.

Michael D. Rose Theatre Lecture Hall

The University of Memphis | Conference and Event Services

470 University Ave, 38152 | 901.678.5000

FREQUENTLY ASKED QUESTIONS

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

What is included as part of my initial reservation package?

- 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.

What fees can I expect?

- 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 and PA.
 - See Technical Specifications for full technical details.
- Parking and/or Security.
 - See below
- Additional staging or flooring.

What additional fees may be applied?

- Extended hours fees.
- Custodial fees on weekends, and any weekday/weeknight events in which the building is left in a state exceeding normal housekeeping duties, as determined by the Rose Theatre.

Can the facility accommodate the needs of my event?

- 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?

- The manager-on-duty ensures safety of the guests by overseeing the property and monitoring the event. He/she will also be available to receive deliveries, help direct guests and vendors, and maintain the facility (check lighting and temperature, contact housekeeping, etc.) He or she also coordinates 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.
 - Student technicians do not play the role of stage manager.
- Building ushers ensure safety of the guests by monitoring capacity, egress and other crowd management duties.
 - Building ushers do not play the role of event ushers.

What are the parking options?

- "Special Event" cash parking for the Zach Curlin Garage will be scheduled for events expecting 300 or more guests.
- Individual parking passes are available.
- Option to purchase garage for the day, pending availability.

Can I provide my own security?

- Police Services is notified and reserves the right to require Campus Police for all events expecting offsite or 300 or more guests, and for all events where cash will be exchanged.
- Offsite 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?

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

What is the Rose Theatre's alcohol policy?

- The University of Memphis is a dry campus.

Can I host a fundraiser?

- 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.



Main Entrance | Accessible Via Zach Curlin Garage



Main Lobby | View to Entertainment Lobby



Main Stage | Seating Capacity 921



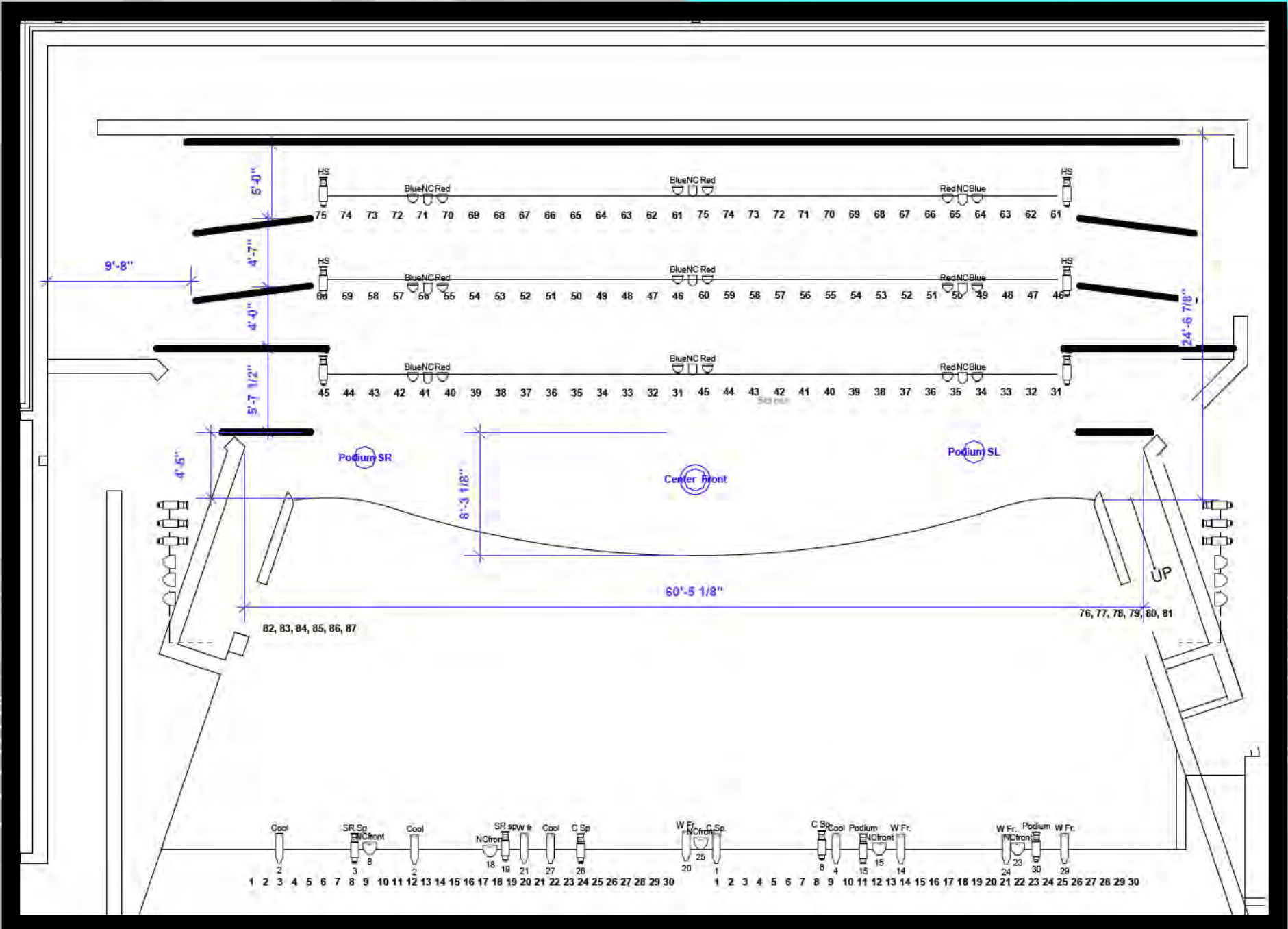
View From Main Stage | Seating Capacity 921



South Lobby



TOP: Green Room & Dressing Room
BOTTOM: Backstage Area



Stage Dimensions | Lighting Plot



- All directions lead to the Zach Curlin Garage.
- The main entrance to the Michael D. Rose Theatre Lecture Hall is located down the breezeway from the second floor of the garage.



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

Manager, Conference & Event Scheduling	Michelle Parrish	mewebb@memphis.edu	901.678.1356
Sales and Marketing Coordinator	Traci Bothers-McDoniel	traci.mcdoniel@memphis.edu	901.678.1578
Event Coordinator	Clay Elder	cdelder@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
Total	934

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

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

Tongue and groove yellow pine over ¾" 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

Two dressing rooms and one green room available approximately a 50ft walk from SL stage entrance.
Both dressing room equipped with one restroom with shower
Both dressing rooms and green room 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

5,000 sq. ft.
Equipped with paging speakers (can be used for house music, paging, speaking)
Two video screens at auditorium entrance that can display a feed of the stage, a logo, or video. These screens cannot accommodate a presentation in the Main Lobby.

South Lobby

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

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

- 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

10	Altman	15-35 Zooms	750w
12	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
2	Lycian	Super Arc HT1400	1000w

Additional Lighting Equipment

Dimmers

Control

18	Barn Doors	93	Independent Circuits (dimmer per)	ETC Ion
5	Pattern Holders		2.4kw ETC SR48 Sensor Dimmers	

Projection

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

Audio Equipment

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

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

- 8 Wireless Shure 58
- 6 Wired Shure 58
- 8 ULXD1 Lav Packs with 8 lapel and 2 head worn
- 8 Shure 57
- 1 Shure Beta 57
- 6 Shure 81
- 1 Shure PG52
- 2 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