



Event Consortium

10-21-21

Event Consortium

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Event Consortium Reserve

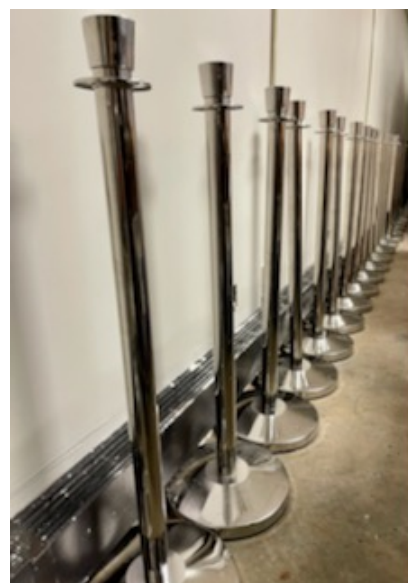
- Fogelman Executive Center – Room 127
 - Enter through door on the east side of the building
 - Service drive between FEC and ACB
- By appointment Only
- Please USE EAST ENTRANCE
 - Cannot enter from Innovations Drive entrance

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 be picked-up from and returned to Reserve location only



RESERVE ITEMS

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**
 - Acrylic and industrial metal podiums available for check out through the Reserve
 - Conference and Events Services also has them available upon request in the UC



Good to Know

- **Linens**

- Recommend that all linens go to the floor
 - Chartwells can provide linens with order, but may not go to the floor

- **Centerpieces**

- 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
- Recommend for a buffet table or food service table \$100-\$125
- 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

Nolan AV

**6225 Shelby Oaks
Drive
Memphis,
Tennessee 38134
901.527.4313 Phone
901.525.1191 Fax
info@nolansav.com**

ProShow Systems

Kory Myers

**3412 Jackson Avenue, Suite 6
Memphis, TN 38122**

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www.proshowsystems.com

Q & A

Next Meeting:

Spring 2022