



# University of Memphis Event Consortium Meet Up

March 27, 2025

# Events and Special Projects Team and Contact Information



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## **University Events (Pam and Melissa)**

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# Guest Speakers Today

- Marketing and Communications
  - Kristen Russell, Director of Marketing
- Conference and Event Services
  - Nick Conway, Manager Operations and Services
  - Damaras Makondo, Event & Scheduling Coordinator
- Scheidt Family Performing Arts Center
  - Kaleb Ritchie, Operations Manager | SFPAC
- Chartwells
  - Tara Jones, Catering Director

# Why Do We Do Events?

- To support the UofM's Ascend Strategic Plan and our commitment for the successful outcome for every student
- To boost Faculty and Staff engagement and longevity
- To Promote and Support Alumni and Advancement Relations
  - Keep Alumni connected
  - Promote loyalty and support
  - Marketing the University to the community
- Encourage Student Engagement and Support Recruitment and Retention
  - Build Community
    - Students can interact with faculty, staff, alumni, community leaders and other students
    - Foster a sense of belonging
  - Encourage and advance university spirit and pride
  - A campus life experience that helps students have fun, relax, reduce stress, get involved and to feel engaged and connected
  - Provide a positive first impression for all visitors



# What is the Event Consortium

- Created to support University Events
  - Consult with groups to help plan their events
  - Partner with groups for major events
- The Reserve
  - Allow University groups to check-out event décor at no cost
    - Helps support the brand
    - Reduces financial impact
- Vendor Information



# Event Consortium Reserve

- The Event Consortium Reserve was created to help manage the brand and event experiences through an inventory of event items
- It is a collection of event items managed by Marketing and Communications Events and Special Projects
  - Items can be reserved and checked out for University Events
- To date over 200 events supported in this Fiscal Year

# The Reserve Orgel Educational Center Loading Access



- Lot 41
- When heading east on Central, the first drive after the Fogelman/Deloach light
- Push the button and let the Parking Office know you are there to pick-up or drop-off from the Reserve



# The Reserve: Things to Know

- The Reserve is storage facility and is not always staffed
  - Important to arrive at scheduled pick-up and return times
  - Upon arrival, please ring the doorbell
    - Doorbell is located to the left of the double doors
  - If you cannot make your scheduled time, please call or email to set a different date/time
  - We do not deliver items, so if you have an order that you are not able to transport then you will need to do a work order with Physical Plant
    - There is a charge if Physical Plant moves your items







# The Reserve: Things to Know

- Inventory images are available online, but if you would like to tour in person send us an email for an appointment
- To secure the items you need, you need to complete the form and make your reservations as soon as possible
  - First come first served
- We do not guarantee that the chargeable or battery items will be fully charged
  - You are responsible for charging items
  - You are responsible for supplying batteries (i.e. puck lights)
- All candles available for check-out are battery operated
  - You are responsible for providing batteries or charging them for your event



# Vendors

- Contact us if you need a recommendation
  - Linens and other event items not available in the Reserve
  - Audio Visual
  - Balloons
  - Flowers
  - Off-site meeting space



# Online Resources

- Event Consortium links can be found on the Marketing and Communication page under Events
  - Currently Being Updated
    - Event Summary
    - Event Checklist
    - The Reserve
      - Check-out Form
      - Inventory Photo Gallery
  - Consortium Meet Up Presentations

# Event Photos

















# Questions