Events
Guidebook
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Overview

The events guidebook provides planning information for all events hosted by the Culverhouse College of Business, including all conferences, symposiums, receptions, dinners, and meetings involving students, alumni, board members, and visiting corporations. The College’s Alumni and Corporate Relations Office assists in the planning and execution phases of all Culverhouse related events by providing the following to all departments and centers:

- Timeline and check-list for when all aspects of an event should be completed
- List of venues, caterers, and other contacts possibly needed for an event
- Templates for invitations and programs
- Registration forms
- Event space details and suggestions

Goal
The goal of involving the Office of Alumni and Corporate Relations and using the information found in this guidebook is to ensure professional execution of all events and to uphold the Culverhouse College of Business standard of excellence at all conferences, symposiums, and events.

Key Contacts

Courtney Miller  
cmiller@culverhouse.ua.edu  
205-348-4899

Kati Hardemon  
 kfhardemon@cba.ua.edu  
205-348-9618

Emma Bliss  
ebliss@cba.ua.edu  
205-348-3771

Glenda Leasor  
gleasor@cba.ua.edu  
205-348-6566

Susan Newman  
snewman@culverhouse.ua.edu  
205-348-0147

IT—Brighton Collins  
 bcollins@cba.ua.edu  
205-348-0851

Zach Thomas  
rzthomas@cba.ua.edu  
205-348-8318

Anette Kellum  
awkellum@cba.ua.edu  
205-348-8935
**Planning Timelines**

Planning timelines vary depending on the kind of event being organized. For major events requiring large space, hotel accommodations, etc., the planning phase ideally begins one year prior to the event, as detailed in the table below. If this is not possible or plausible for your event, the following timeline can be revised as needed. Please contact Emma Bliss at ebliss@cba.ua.edu as soon as the planning phase begins.

### Major Event Timeline

<table>
<thead>
<tr>
<th>Time</th>
<th>Activities</th>
</tr>
</thead>
</table>
| 1 year    | - Reserve event space  
- Secure hotel block  
- Make guest list  
- Contact speakers and/or judges  
- Preliminary meeting with Emma Bliss |
| 6 months  | - Design, approve, and send save-the-date  
- Reserve caterer  
- Confirm speakers and/or judges  
- Book transportation for speakers including flight and car  
- Reserve external rentals. Chairs, tents, etc.  
- Make tentative agenda  
- Order promotional items |
| 3 months  | - Invitation designed, approved, and sent  
- Reservation form sent to attendees regarding dietary restrictions as they register  
- Agenda finalized  
- Design program  
- Order signage needed from University Printing  
- Contact Parking Services and Emma Bliss regarding parking passes  
- Speak with Zach Thomas regarding marketing needs |
| 1 month   | - Cancel extra hotel rooms within room block*  
- Send reminder email  
- Check with Zach Thomas regarding marketing plan  
- Confirm menu and dietary needs with caterer |
| Week of   | - Print name tags  
- Confirm with the caterer  
- Send finalized agenda to attendees  
- Send reminder email day before event  
- Design detailed agenda for staff working the event |

*Please refer to the section related to contracts for more information.
For less involved events, e.g., guest speakers, employer lunches, or departmental meetings, the planning phase should begin as soon as a need is identified. We encourage at least a 2-3 month planning window to increase the likelihood of being able to reserve desired space. Be aware that the College currently hosts about 250 events annually, which means that it can be very difficult to find available space on any given day—thus, the sooner an event is scheduled, the more likely space will be available.

If additional events, receptions, dinners, etc., wish to be added to a previously planned Culverhouse event such as the Lowder Lecture Series, Board of Visitors meeting, conferences, or symposiums, please notify Emma Bliss as soon as possible.

For any event that is not a College event but is hosted by Culverhouse such as I-Day, please notify Emma Bliss when planning begins and provide updates when needed.
Event Spaces

As much as possible, we encourage events to be scheduled within Alston and Bidgood Halls. However, capacity limitations within the current business campus lead to many events needing to be held at other venues.

Please contact each venue for pricing and set-up procedures. Each venue may vary in cost and set-up policies based on the type of event being held and the time of year.

Venue Suggestions for Events and Dinners Outside Culverhouse

Venues

• Bryant Conference Center
  o Contact
    ▪ 348-8600
    ▪ Additional directional signage is suggested for the BCC
    ▪ If you are hosting a conference or event that guests must pay to attend, please contact the College of Continuing Studies for registration and payment information.

• Tuscaloosa River Market
  o Contact
    ▪ Alexis Clark, Operations Manager: 205-248-5295
    ▪ rivermarket@tuscaloosa.com

• Dinah Washington Cultural Arts Center
  o Contact
    ▪ Meghan Truhett, marketing@tuscarts.org

• Embassy Suites
  o Contact
    ▪ For catering needs, Anna Lowery
    ▪ For rooming needs, Heather Dill
    ▪ 205-561-2500

• Hotel Capstone
  o Contact
    ▪ 800-477-2262

Restaurants

• Side by Side, Chucks Fish, R. Davidson Chophouse, 301 Bistro
• If you are hosting a dinner for the speakers, judges, or alums who will be attending the event at a restaurant in town, the Events Team can make the reservation for you, as well as put a P-Card on file to be used at the meal. A DT will be made for the dinner after the event. Please make this request as far in advance as possible, especially if the event is held close to a home football game or other University wide event.
Contracts
All contract agreements for the use of non-UA venues and hotel blocks must be sent to contracts@fa.ua.edu for approval. The fund being used must be stated, as well as anything that will be charged to a P-Card. Please note that contracts can take up to a week for approval.

*Each hotel has a different cancellation policy and timeline regarding room blocks. Make sure to determine the policy stated in the contract.

Events Held in Alston and Bidgood Halls
The Culverhouse Events staff is available for assistance for all Culverhouse events. Reservations for the Parlor, Bidgood Hall of Fame Room and the Insurance Hall of Fame Room can be made through Susan Newman by calling 348-0147 or emailing sneuman@culverhouse.ua.edu or contact Nancy Perrine by calling 348-7378 or emailing nperrine@culverhouse.ua.edu.

Anette Kellum handles all bookings for the Dean’s Conference Room. She may be reached by calling 348-8935 or emailing awkellum@cba.ua.edu.

For all Alston Hall and Bidgood classroom reservations please email reservation@cba.ua.edu. For further assistance, please call Kati Hardemon at 348-9618.

Alston Parlor
Alston Parlor on the fourth floor of Mary Hewell Alston Hall is designed to be used for sit-down meals, buffet-style receptions and meeting presentations. A total of 79 guests are allowed in the Parlor for a seated meal and 150 for a stand-up reception. No exceptions are permissible to ensure conformity to the state code.

The room has the potential for six 60” round tables that are available for rental and two wooden tables that are already in the room. One wooden table can seat six and the other two can seat eight. There is the ability to maximize more seats at these tables if you are not presetting china and silverware. Food tables can be set up in the Alston foyer or by using the Dean’s Conference Room table. Different types of chairs and tables are also available through local rental companies.

Tables can be put on the deck off the Parlor of Alston Hall, weather permitting.

Fees:  Culverhouse group- no fee  
        Student groups* with Culverhouse sponsorship- no fee  
        Non-Culverhouse- $175.00  

Bidgood Hall of Fame Room
The Hall of Fame Room in Bidgood 100 is designed for smaller meetings, interviews or receptions with or without food.

The Events staff will not deliver tables and chairs to the Hall of Fame Room. There are two round tables inside the room- one 60” (no chairs) and one 72” (with 12 chairs) and a
rectangular desk that can be covered and used for registration or food. All tables in this room must be covered with a pad under the table cloth. Table cloths from the Events staff inventory can be used to put on these tables. Please send a reservation form with a DTA for cloth rentals.

**Fees:**
- Culverhouse group- no fee
- Student groups* with Culverhouse sponsorship- no fee
- Non-Culverhouse- $75.00

**Dean’s Conference Room**
Due to state fire code standards, regulations allow a maximum of 24 people in the Dean’s Conference Room for a meeting and 20 to be seated for a meal. Seating 20 at the table will be a tight setting; therefore, the Events staff suggests 18 comfortably. Chairs can be placed around the room based on availability.

**Fees:**
- Culverhouse group- no fee
- Student groups* with Culverhouse sponsorship- no fee
- Non-Culverhouse- $50.00

To check for availability, please contact via email or phone. The reserving party must complete the reservation forms located in Appendix C and return them with payment for your event to be reserved. If reservations need to be cancelled, the reserving party will be responsible for contacting Susan, Nancy, and/or Anette in writing and by phone. Cancellations must be made at least 48 hours prior to the event; otherwise, the fee will be charged.

**Insurance Hall of Fame Room**
Available for certain reception style events. It can also be used as a hospitality room for visiting speakers and judges for events held in the Alston Parlor.

**Fees:** Please contact the Events staff for availability and further details.

*Culverhouse student groups must have a sponsor. Any outside student groups must be sponsored by a Culverhouse faculty or staff member and must pay the non-Culverhouse fee.
**Resources Available for Events**

The Events team can provide a variety of items needed for events. Here are available resources you may want to consider:

**Linens**
Round table cloth- 120” and square table cloth- 90” x 132”. They both come in black and gold. The Events staff will do their best to fill each request. There may be times when linens are at the cleaners and another color must be used.

There are also napkins in the matching color and fabric- 43 black and 47 gold. Linens rent for $10.50 each and napkins for $1.50 each. These charges cover the cost of cleaning.

The Dean’s Conference Room also has a cloth that must be put on the table if you are serving food and beverage. There are three cloths that fit the table along with matching napkins. As previously stated, the maximum for this table is 20 people and comfortably holds 18. The rental of the cloth is $30.00 each and $1.50 for each napkin.

The Events staff will place the rented cloths on the requested tables. It is the reserving party’s responsibility to fold the napkins and place them at each seat.

**Tables**
Tables and chairs are complimentary for Culverhouse events and Culverhouse student events. The Events staff will set them up for the reserving party.

Number available:
- 60 inch rounds- 6
- 6 foot rectangular- 17
- 4 foot rectangular- 2
- 8 foot rectangular- 2
- 3 foot square- 1

**Chairs**
- 100 fruitwood doling
- 40 gold chivari

**China**
Complete setting for 50 people. Some items may be reduced based on breakage, etc. The reserving party and selected caterer are responsible for retrieving the china from Alston 463 and setting it up. If using Culverhouse china, it is the reserving party’s responsibility to load the china in the dishwashers located on the fourth floor. They are located in the faculty/staff break room and Alston Parlor kitchen. Crystal glasses must be hand washed and dried. The dishwasher must be started with detergent that is available beneath the sinks. Please scrape all leftover foods off of the plates and dishes before placing in the dishwasher. The Events staff will return them after cleaning to their appropriate storage bins.
Tables, chairs and linens may be reserved to use in other spaces within our buildings by contacting the Events staff for a reservation. The Events staff will not deliver them. They are available for pick up and return from 8:00 a.m. to 4:45 p.m. If the event requires them after hours, they will need to be kept in a secure place until usage and returned promptly. Do not leave the tables and chairs outside or in unsupervised areas. If they are stolen, the reserving party will be responsible for replacing them.

**Personnel**

Susan Newman will be able to provide suggestions and advice for the event, as well as a list of vendors the Events staff uses.

The Culverhouse Student Ambassador group can be a very helpful resource, especially for larger events. If the Culverhouse Student Ambassadors are needed to help with an event, e.g., checking people in, providing directions, etc., please contact Emma Bliss three weeks prior to the event to make arrangements. Please note that most Ambassadors have very heavy Tuesday/Thursday class schedules; therefore, events held on Tuesdays and Thursdays might be limited on the number of volunteers.

**Marketing/Communications**

Please contact Zach Thomas for all photography and marketing needs and for any publicity that might be desired for an event. Please be aware that if there will be any video recordings made during the event, release forms must be signed by those speaking at the event prior to making the recordings.

If Culverhouse branded material (folders, cups, polos, etc.) are needed for the event of the speaker/judges’ gifts, please contact Susan Newman and have your department prepare a DT for the materials.

Some events, e.g., conferences and seminars, require a printed agenda or schedule of events. Templates for invitations, programs, and agendas may be found in Appendix B. Work with Zach Thomas to prepare these materials, ensuring that quality standards, College logo and branding, UA branding, etc., are properly used.

**Audio Visual**

The Events staff does not set-up or request AV for events. For events in Bidgood or Alston, a technology request form can be found on the Culverhouse user website. For additional questions, please contact Brighton Collins.

For on-campus events, you can contact the Office of Information Technology to request AV set up (https://oit.ua.edu/service/av-solutions/). For off-campus events, a third party must be used.


**Additional Considerations/Responsibilities of Reserving Party**

**Alston Kitchen**
For events in the Alston Parlor or Dean’s Conference Room, a small kitchen facility is provided. Prep space is very limited. This should be considered with catering a plated meal. The kitchen is equipped with a microwave, oven, sink, icemaker and dishwasher. The refrigerator is not available for storage. Additional ice is available in the staff break room on the 4th floor. The reserving party is responsible for clean-up of those facilities and equipment after the event.

**Organizing & Maintaining Guest Lists**
It is very important to develop and maintain a spreadsheet with guest invitation information, tracking RSVPs, etc.

- **Distinguished Guests**
  - Dean Palan should be invited to every event. For large conferences and symposiums, Dr. Whitaker and Dr. Bell should also be invited.
  - Notify Emma Bliss, the development team, and the dean when any prominent alumni (e.g., BOV members, high-level business executives) are speaking or attending an event.

**Welcoming Guests**
All guests should be greeted in either the Alston or Bidgood foyer to avoid confusion of where to go. For events with external guests unfamiliar with Culverhouse facilities, it can be helpful to have directional signage. The digital boards in the lower lobby and on the first floor can be used for this purpose. Contact Zach Thomas for assistance.

Having a “Welcome to Campus” sign on the first floor of Alston Hall TVs for speakers or judges is suggested.

Nametags are a wonderful asset for events. The Events staff can assist you with name tags with the College logo and the nametag set-up. Sticky name tags or ones on paper placed in a clear plastic badge holder may be purchased.

**Parking**
Provide parking passes and campus maps to any off-campus guests. All on-campus parking passes for events at venues such as the Bryant Conference Center and the Ferguson Student Center should be reserved through Parking Services by calling (205)348-5471. Parking Services is working to create an online parking permit request portal. Once this is completed, each department will need to create their own login for the portal to use for parking requests.

**Food, Alcohol, and Ice**
Caterers need to be booked as far in advance of an event as possible. A list of caterers used in the past can be found in Appendix A. University approved caterers may be found here [http://riskmanagement.ua.edu/wp-content/uploads/sites/64/2017/05/Approved-caterers.pdf](http://riskmanagement.ua.edu/wp-content/uploads/sites/64/2017/05/Approved-caterers.pdf).

Alcohol can be served in the Dean’s Conference Room, Alston Parlor, and Bidgood Hall of Fame Room. If alcohol is being served, an alcohol form must be submitted to UA. If students are in
attendance, it is not permitted. The alcohol guidelines and forms can be found at https://www.ua.edu/about/policies/.

Ice machines are located in the Parlor kitchen and the faculty/staff break room. Please confirm with the Events staff before ice is used. This includes events on the fourth floor or the need to get ice for events elsewhere. If there is another event scheduled, ice may not be available.

**Alston Parlor Furniture**
Please do not move the furniture in the Parlor. Inquire with the Events staff as to what items can be moved.

The antique piano in the Alston Parlor is not for guest usage.

**Facility Maintenance**
The set-up must be confirmed 48 hours prior to the event with the Events staff.

The person in charge of booking the event must either be in attendance for the entirety of the event or checking in with the event throughout its progression. This is true in a situation of sponsoring a student group as well.

Keys to the Dean’s Conference Room, Alston Parlor, and Bidgood Hall of Fame Room must be picked up the day of the event in the events office between 8:00 a.m.-4:45 p.m. If the event is on the weekend, keys must be secured on Friday. Keys must be returned to the events office the following day. Monday through Thursday the back doors of Alston Hall lock at 8:30 p.m. On Friday, the doors lock at 6:00 p.m. The front doors are open every day until 5:30 p.m. The elevators shut down at 7:00 p.m. It is the reserving party’s responsibility to contact Glenda Leasor at gleasor@cba.ua.edu or 348-6566 if the event lasts into the evening after the building is normally locked.

Please keep glasses off of all wood furniture in Alston Parlor and the Bidgood Hall of Fame Room.

All lights must be turned off at the end of an event and the doors shut and locked. Someone must stay with the caterer until the event ends and all guests are gone.

For weekend events, clean-up and garbage removal should occur immediately following the event. Garbage should be removed from the building and placed in the dumpster at the back of Alston Hall.

**Flowers & Decorations**
The events staff maintains some decorations for events. Flowers, if desired, need to be ordered from an outside vendor. For assistance, see Susan Newman.
Checklist for Speaker and Judges
For events that include speakers and/or judges, it is necessary to collect the following for each:

- Bio and headshot
- Dietary restrictions
- Extra wants/needs such as bottled water, coffee, or a work space for breaks

A packet of information should be provided to each speaker/judge prior to the event—we advise at least one to two weeks in advance:

- Detailed agenda with times, locations, contact person(s), etc.
- Parking Pass
- Campus Map

A small gift for each speaker or judge should be purchased prior to the event and presented to him/her at the event.

If Dean Palan is speaking and/or introducing a speaker, a synopsis of what she will speaking about and a bio of the following speaker must be submitted to Emma Bliss at least a week prior to the event.

Expense Responsibility
Each Department must pay for all rentals, caterers, etc.
APPENDIX A
List of Suggested Caterers and Vendors

If they have *plated- they are capable of serving a plated meal. Please note there is a list of approved caterers on the University’s website.

<table>
<thead>
<tr>
<th>Caterer</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Archibald &amp; Woodrow’s BBQ</td>
<td>205-826-0288</td>
</tr>
<tr>
<td>A Cutting Edger Caterers</td>
<td>205-633-1032</td>
</tr>
<tr>
<td>A Tavola Catering (Southern Dining Resources)</td>
<td>205-462-3205</td>
</tr>
<tr>
<td>*plated</td>
<td></td>
</tr>
<tr>
<td>Bama Dining</td>
<td>205-348-9881</td>
</tr>
<tr>
<td>*plated</td>
<td></td>
</tr>
<tr>
<td>Cypress Inn</td>
<td>205-345-6963</td>
</tr>
<tr>
<td>*plated</td>
<td></td>
</tr>
<tr>
<td>Full Moon BBQ</td>
<td>205-886-9447</td>
</tr>
<tr>
<td>Hotel Capstone</td>
<td>205-343-1103</td>
</tr>
<tr>
<td>*plated</td>
<td></td>
</tr>
<tr>
<td>Jason’s Deli</td>
<td>205-765-6192</td>
</tr>
<tr>
<td>Jim N’ Nicks</td>
<td>205-469-2060</td>
</tr>
<tr>
<td>*plated</td>
<td></td>
</tr>
<tr>
<td>Jimmy John’s</td>
<td>205-366-3699</td>
</tr>
<tr>
<td>Robertson’s BBQ</td>
<td>205-366-2208</td>
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<table>
<thead>
<tr>
<th>Caterer</th>
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<tbody>
<tr>
<td>Southern Ale House</td>
<td>205-248-7500</td>
</tr>
<tr>
<td>Urban Cookhouse</td>
<td>205-561-6999</td>
</tr>
<tr>
<td>Taco Mama</td>
<td>205-409-8173</td>
</tr>
<tr>
<td>Taziki’s</td>
<td>205-344-6444</td>
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<table>
<thead>
<tr>
<th>Rental Companies</th>
<th>Phone Number</th>
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<tbody>
<tr>
<td>PRE Event Resources</td>
<td></td>
</tr>
<tr>
<td>*Use for linens too</td>
<td>205-314-4579</td>
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<table>
<thead>
<tr>
<th>Caterer</th>
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<tbody>
<tr>
<td>ABZ Rent-All</td>
<td>205-759-5444</td>
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<table>
<thead>
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<tbody>
<tr>
<td>Floral:</td>
<td></td>
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<tr>
<td>Wayne Adams</td>
<td>205-887-0654</td>
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<table>
<thead>
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<tbody>
<tr>
<td>Printing:</td>
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<tr>
<td>Kyle Stationery</td>
<td>205-722-2291</td>
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<table>
<thead>
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<tbody>
<tr>
<td>Promotional Items</td>
<td></td>
</tr>
<tr>
<td>Sandy Clark</td>
<td>205-242-5349</td>
</tr>
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APPENDIX B
Templates for Invitations and Programs

Dallas, TX Dallas, TX Dallas, TX Dallas, TX Dallas, TX

The Commerce Executives Society
and Dean Kay M. Palan
invite all alumni to join us at our

Dallas CES Luncheon

Wednesday, May 16, 2018
12 Noon
Dallas Country Club
4100 Beverly Drive
Dallas, Texas

RSVP to event@culverhouse.ua.edu by May 9th
Admission is complimentary for all alumni & friends
Complimentary Valet Parking
The Inaugural Culverhouse Alumni Awards Ceremony and Reception

April 20, 2018
Dinah Washington Cultural Arts Center

The University of Alabama
The Inaugural Culverhouse Alumni Awards Ceremony and Reception

PROGRAM
April 20, 2018

WELCOME
Dean Kay M. Palan

CULVERHOUSE OUTSTANDING ACHIEVEMENT AWARD
Chris Emerson
Cherie Fuzzell

CULVERHOUSE YOUNG ALUMNI OUTSTANDING ACHIEVEMENT AWARD
Michael Bailey
Jennifer Reid

CULVERHOUSE OUTSTANDING SERVICE AWARD
Ann Rhoads

INFORMATION SYSTEMS, STATISTICS AND MANAGEMENT SCIENCE ALUMNI LEADERSHIP AWARD
Justin Allen

ACCOUNTING ALUMNI LEADERSHIP AWARD
Jenifer Goforth Kimbrough

MARKETING ALUMNI LEADERSHIP AWARD
John Cassimus

MANAGEMENT ALUMNI LEADERSHIP AWARD
Dennis Shuler

ECONOMICS, FINANCE AND LEGAL STUDIES ALUMNI LEADERSHIP AWARD
Nicole Black

CLOSING REMARKS
RECEPTION
# International Business Symposium, Spring 2018

*Students may register for individual sessions on Handshake.*

## AGENDA

### MONDAY, FEBRUARY 12

<table>
<thead>
<tr>
<th>TIME</th>
<th>SESSION</th>
<th>SPEAKER/GUEST</th>
<th>LOCATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>8:30-8:45 a.m.</td>
<td>Opening and Welcome</td>
<td>Dean Kay Palan</td>
<td>Alston Hall Parlor (4th floor)</td>
</tr>
<tr>
<td>8:45-10:00 a.m.</td>
<td>Panel IB Companies Mergers, Acquisitions and Intl. New Branches Challenges</td>
<td>Protective – J&amp;J – Microsoft – Carlyle</td>
<td>Alston Hall Parlor (4th floor)</td>
</tr>
<tr>
<td>10:00-10:15 a.m.</td>
<td>Break</td>
<td></td>
<td>Alston Hall Parlor (4th floor)</td>
</tr>
<tr>
<td>10:15-11:30 a.m.</td>
<td>The Global Finances International Private Equity Overview – Case Studies and Challenges</td>
<td>Ken Tidwell, Managing Director, The Carlyle Group, Latin America</td>
<td>Alston Hall Parlor (4th floor)</td>
</tr>
<tr>
<td>10:30-11:00 a.m.</td>
<td>College Tour</td>
<td>Culverhouse Ambassador</td>
<td>Culverhouse College of Commerce (Parallel with Tidwell Talk)</td>
</tr>
<tr>
<td>11:30-12:45 p.m.</td>
<td>Lunch</td>
<td>Panelist &amp; IBAB</td>
<td>Alston Hall Parlor (4th floor)</td>
</tr>
<tr>
<td>1:00-2:15 p.m.</td>
<td>Keynote Speaker Lessons Learned from a Career in International Business and Outlook for Future</td>
<td>Ken Tidwell, Managing Director, The Carlyle Group, Latin America</td>
<td>Alston Hall, Room 10</td>
</tr>
<tr>
<td>2:15-2:30 p.m.</td>
<td>Break</td>
<td></td>
<td>Alston Hall Parlor (4th floor)</td>
</tr>
<tr>
<td>2:30-3:45 p.m.</td>
<td>Careers in IB Panel Challenges and Agreements</td>
<td>Recent UA Grads: AFL Telecommunications ZF Chasis Systems, LLC Obvisously</td>
<td>Alston Hall Parlor (4th floor)</td>
</tr>
</tbody>
</table>

### TUESDAY, FEBRUARY 13

<table>
<thead>
<tr>
<th>TIME</th>
<th>SESSION</th>
<th>SPEAKER/GUEST</th>
<th>LOCATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>9:00-10:00 a.m.</td>
<td>Education Abroad Session</td>
<td>Study Abroad Office/CAPA</td>
<td>Alston Hall Parlor (4th floor)</td>
</tr>
<tr>
<td>10:00-11:15 a.m.</td>
<td>Panel Import/Export Challenges for International Business</td>
<td>BMW AFL Telecommunications Carters</td>
<td>Alston Hall Parlor (4th floor)</td>
</tr>
<tr>
<td>11:15-11:30 a.m.</td>
<td>Break</td>
<td></td>
<td>Alston Hall Parlor (4th floor)</td>
</tr>
<tr>
<td>11:30-1:00 p.m.</td>
<td>Workshop Cultural Perspectives of International Business</td>
<td>Professor Peter Magnuson</td>
<td>Alston Hall Parlor (4th floor)</td>
</tr>
<tr>
<td>1:00-1:15 p.m.</td>
<td>Close of the Symposium</td>
<td>Associate Dean Mothersbaugh</td>
<td>Alston Hall Parlor (4th floor)</td>
</tr>
<tr>
<td>1:15 p.m.</td>
<td>Lunch</td>
<td></td>
<td>Alston Hall Parlor (4th floor)</td>
</tr>
</tbody>
</table>

*Students may register for individual sessions on Handshake.*

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THE UNIVERSITY OF ALABAMA®
UA Regional Recruiter Luncheon
Friday, July 20, 2018
Alston Parlor

11:30  Regional Recruiters arrive and lunch begins

11:45  Dr. Jonathon Halbesleben, Senior Associate Dean
       Welcome

11:50  Linda Johnson, Director of Employer Development and Relations
       Career Center Update

12:00  Dr. Dave Heggem, Associate Dean
       Brandy Frost, Director of Advising and Recruitment
       Student Services and Advising Update

12:10  Emma Bliss, Associate Director of Alumni and College Relations
       Peter Do and Laura Catherine Vaughn, Culverhouse Ambassadors
       VIP Visits and Tours

12:20  Quoc Hoang, Director of Experiential Learning
       Experiential Learning Opportunities for Students

12:35  Questions with Culverhouse Faculty and Staff

1:00   Depart

Culverhouse faculty, staff and students in attendance:
Dr. Jonathon Halbesleben, Senior Associate Dean
Dr. Dave Heggem, Associate Dean
Courtney Page Miller, Director of Alumni and Corporate Relations
Brandy Frost, Director of Advising and Recruitment
Linda Johnson, Director of Employer Development and Relations
Quoc Hoang, Director of Experiential Learning
Emma Bliss, Associate Director of Alumni and College Relations
Lottie Burleson, Alumni Initiatives Coordinator
Peter Do, Culverhouse Ambassador
Laura Catherine Vaughn, Culverhouse Ambassador
**APPENDIX C**

**Event Registration Form**

**EVENT RESERVATION FORM FOR STUDENT GROUPS**

ALSTON PARLOR, DEAN’S CONFERENCE ROOM, HALL OF FAME ROOM

<table>
<thead>
<tr>
<th>Date of Event</th>
<th>Time</th>
<th>Est. # Attending</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Event Name** ____________________________________________  
**Sponsoring Dept:** ____________________________

**Event Contact** ____________________________  
**Phone # of Event Contact:** ____________________________

**E-mail of Event Contact** ____________________________

**Purpose:** ____________________________________________

**Space Preferred** – please circle  
Alston Parlor  Dean’s Conference Rm  
Hall of Fame Rm/Bidgood

**NOTE:** MOVING FURNITURE IN ALSTON PARLOR IS NOT PERMITTED

**Room Set-Up:** (max capacity 7 tables of 8; 1 table of 6)

<table>
<thead>
<tr>
<th>Banquet/Round tables</th>
<th></th>
<th># tables</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Chairs theater style</th>
<th></th>
<th># chairs</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Reception/Buffet food tables 6 ft.</th>
<th></th>
<th># tables</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Registration table 6 ft</th>
<th></th>
<th>outside room</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Podium</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**NOTE:** NO ADDITIONAL TABLES OR CHAIRS PERMITTED INSIDE HOF ROOM

**Set-up Date and Time:** ________________  
**Tear Down Date and Time:** ________________

---

**NEEDED A/V EQUIPMENT MUST BE REQUESTED THROUGH CBA TECH GROUP – 348-6841**

**Caterer’s Name, Contact, and Phone #**
____________________________________________________  
____________________________________________________

**SPECIAL INSTRUCTIONS:**  
____________________________________________________  
____________________________________________________

**NOTE:** KEYS REQUIRED FOR ALL EVENTS STARTING BEFORE 8:00 A.M. AND AFTER 4:00 P.M. CHECK OUT KEYS FROM NANCY PERRINE (348-7378) SUSAN NEWMAN (348-0147) 463 ALSTON. KEYS MUST BE RETURNED THE FOLLOWING BUSINESS DAY. EVENTS AFTER 7:00 P.M. AND WEEKENDS WILL NEED TO HAVE THE EXTERIOR DOORS OPENED—CONTACT GLENDA LEASOR AT 348-6566 (GLEASOR@CBA.UA.EDU). BIDGOOD HALL: IF YOUR EVENT TAKES PLACE BETWEEN 12:00-8:00 PM YOU ARE RESPONSIBLE FOR EMPTYING YOUR TRASH AND DISPOSING IN DUMPSTERS LOCATED ON THE SIDE PARKING LOT OF ALSTON HALL

**KEYS NEEDED:**  
ALSTON PARLOR  CONFERENCE RM  HALL OF FAME RM/BIDGOOD  ELEVAT
**LINEN RENTAL**

$10.50 per crushed lamour satin floor length table linen  

\[ \text{\[ amount \] x \$10.50} \]

\[ \text{\[ amount \]} \]

$1.50 per crushed lamour napkin  

\[ \text{\[ amount \] x \$1.50} \]

\[ \text{\[ amount \]} \]

$30.00 per conference room table cloth – required when serving food  

\[ \text{\[ amount \] x \$30.00} \]

\[ \text{\[ amount \]} \]

$1.50 per conference room linen napkin  

\[ \text{\[ amount \] x \$1.50} \]

\[ \text{\[ amount \]} \]

Table pad for meetings or events with beverages only – no charge

**TOTAL CHARGES**  ________

Departmental Transfers, Checks, and Credit Cards are accepted forms of payment. Room Reservations are secured by signing this agreement and returning it with payment. Checks should be made payable to The University of Alabama.

______ Departmental Transfer attached*

______ Check attached*

______ Credit Card*

__________________________________________________________  

Name on Card/Card #/Expiration Date/Code/Signature

*Must be submitted with reservation form to secure room.

**FOAP TO BE CHARGED ONLY IF EVENTS STAFF INCUR CHARGES NOT INCLUDED ON DT**

I HAVE READ THE GUIDELINES AND AGREE TO THE TERMS LISTED:

__________________________________________________________  

Signature  

Date

__________________________________________________________  

Approved (CBA Events Staff)  

Date

REV. 9/2016
EVENT RESERVATION FORM FOR CULVERHOUSE GROUPS
ALSTON PARLOR, DEAN’S CONFERENCE ROOM, HALL OF FAME ROOM

Date of Event __________________________ Time ______________ Est. # Attending __________
Event Name ______________________________ Sponsoring Dept: _______________________
Event Contact ____________________________ Phone # of Event Contact ________________
E-mail of Event Contact ____________________________ ____________________________
Purpose: ________________________________________________________________________

Space Preferred-please circle
Alston Parlor  Dean’s Conference Room
Hall of Fame Room/Bidgood

MOVING FURNITURE IN ALSTON PARLOR IS NOT PERMITTED

Room Set-Up: (max capacity 7 tables of 8; 1 table of 6
Banquet/Round tables _____ # tables
Chairs theater style _____ # chairs
Reception/Buffet food tables _____ # tables
Registration table 6 ft _____ inside room or _____ outside
room/lobby
Podium

NOTE: NO ADDITIONAL TABLES OR CHAIRS PERMITTED INSIDE HOF ROOM

Set-up Date and Time: ______________ Tear Down Date and Time: ______________________

NEEDED A/V EQUIPMENT REQUESTED THROUGH CBA TECH GROUP – 348-6841

Caterer’s Name, Contact, and Phone # ______________________________

SPECIAL INSTRUCTIONS:
__________________________________________________________________________
__________________________________________________________________________

NOTE: KEYS REQUIRED FOR ALL EVENTS STARTING AFTER 4:00 P.M. CHECK OUT KEYS FROM NANCY PERRINE (348-7378) OR SUSAN NEWMAN (348-0147), 463 ALSTON. KEYS MUST BE RETURNED THE FOLLOWING BUSINESS DAY.

KEYS NEEDED: _____ ALSTON PARLOR_____CONFERENCE RM_____HALL OF FAME RM _____ ELEVATOR
LINEN RENTAL

$10.50 per crushed lamour satin floor length table linen  
_____ x _____ = _____

$1.50 per crushed lamour napkin  
_____ x _____ = _____

$30.00 per conference room table cloth-required when serving food  
_____ x _____ = _____

$1.50 per conference room linen napkin  
_____ x _____ = _____

Table pad for meetings or events with beverages only – no charge

TOTAL CHARGES  ________

_____ Departmental Transfer attached

Must be submitted with reservation form

FOAP TO BE CHARGED ONLY IF EVENTS STAFF INCUR CHARGES NOT INCLUDED ON DT

_____ Entertainment form attached only if events staff incur charges not included on DT

I HAVE READ THE GUIDELINES AND AGREE TO THE TERMS LISTED:

_________________________________________________________________________  ____________
Signature Date

_________________________________________________________________________  ____________
Approved (CBA Events Staff) Date
**EVENT RESERVATION FORM FOR NON-CULVERHOUSE GROUPS**

**ALSTON PARLOR, DEAN’S CONFERENCE ROOM, HALL OF FAME ROOM**

Date of Event __________________________ Time ___________ Est. # Attending______________

Event Name _____________________________ Sponsoring Dept: _____________________________

Event Contact ___________________________ Phone # of Event Contact ________________

E-mail of Event Contact ___________________________ _____________________________

Purpose: _______________________________________________________________

_____________________________________________________________________________

Space Preferred – please circle Alston Parlor Dean’s Conference Room Hall of Fame Room/Bidgood

**NOTE: MOVING FURNITURE IN ALSTON PARLOR IS NOT PERMITTED**

Room Set-Up: (max capacity 5 tables of 8; 1 table of 6)
- Banquet/Round tables ______ # tables
- Chairs theater style ______ # chairs
- Reception/Buffet food tables ______ # tables
- Registration table 6 ft ______ outside room
- Podium ______

**NOTE: NO ADDITIONAL TABLES OR CHAIRS PERMITTED INSIDE HOF ROOM**

Set-up Date and Time: _____________________ Tear Down Date and Time: ___________________

**NEEDED A/V EQUIPMENT MUST BE REQUESTED THROUGH CBA TECH GROUP – 348-6841**

Caterer’s Name, Contact, and Phone #

_____________________________________________________________________________

**SPECIAL INSTRUCTIONS:**

_____________________________________________________________________________

_____________________________________________________________________________

**NOTE: KEYS REQUIRED FOR ALL EVENTS STARTING BEFORE 8:00 A.M. AND AFTER 4:00 P.M. CHECK OUT KEYS FROM NANCY PERRINE (348-7378) OR SUSAN NEWMAN (348-0147), 463 ALSTON. KEYS MUST BE RETURNED THE FOLLOWING BUSINESS DAY. EVENTS AFTER 7:00 P.M. AND WEEKENDS WILL NEED TO HAVE THE EXTERIOR DOORS OPENED--CONTACT GLENDAL LEASOR AT (348-6566 GLEASOR@CBA.UA.EDU).**

**BIDGOOD HALL:** IF YOUR EVENT TAKES PLACE BETWEEN 12:00 - 8:00 PM, YOU ARE RESPONSIBLE FOR EMPTYING YOUR TRASH AND DISPOSING IT IN THE DUMPSTERS LOCATED ON THE SIDE PARKING LOT OF ALSTON HALL.

KEYS NEEDED: _____ ALSTON PARLOR _____ CONFERENCE ROOM _____ HALL OF FAME ROOM _____ ELEVATOR
ROOM FEE
ALSTON HALL PARLOR - $175
HALL OF FAME ROOM - $75
DEAN’S CONFERENCE ROOM - $50

TABLE RENTAL
ROUND OR RECTANGLE (please circle) $5 each

LINEN RENTAL
$10.50 per crushed lamour satin floor length table linen
$1.50 per crushed lamour napkin
$30.00 per conference room table cloth – required when serving food
$1.50 per conference room linen napkin

Table pad for meetings or events with beverages only – no charge

TOTAL CHARGES

Departmental Transfers, Checks, and Credit Cards are accepted forms of payment. Room Reservations are secured by signing this agreement and returning it with payment. Checks should be made payable to The University of Alabama.

________ Departmental Transfer attached *
________ Check attached*
________ CC *

Name on Card/Exp. Date/Code/Signature

* Must be submitted with reservation form to secure room.

FOAP TO BE CHARGED ONLY IF EVENTS STAFF INCUR CHARGES NOT INCLUDED ON DT

________ Entertainment form attached only if events staff incur charges not included on DT

I HAVE READ THE GUIDELINES AND AGREE TO THE TERMS LISTED:

______________________________________________________  ____________________
Signature                                       Date

_______________________________________________________  ____________________
Approved (CBA Events Staff)                      Date

REV. 9/2016
APPENDIX D
Dean’s Conference Room and Parlor Set-up
DCR - Set up w/No Chairs for large Buffets.
Round table set-up in Alston Parlor
APPENDIX E
Events Team Checklist

Event: ____________________________________________
Room: ____________________________________________
Date: _____________________________________________
Time: _____________________________________________
Host or contact person: _____________________________
Phone number of contact person: ____________________
Estimated number to attend: _________________________

Guest List:
   list received from:____________________________
   Mailing date of invitations: __________
   Email invites: _____________________________

List of Invites: Response:

__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________

Invitations:
   Date ordered:____________________________________
   Number ordered:_______________________________
   Name and number of printer:_______________________
   Expected delivery date: _________________________
   RSVP List made: _______________________________
   Seating Chart: __________________________________

Other:
   Programs:_____________________________________
   Posters:_______________________________________
   Tickets:_______________________________________
   Ordering info. of above items if needed: ___________

Nametags: ______
   Sticky or plastic ____________________________
Audio/Visual Needs:
Equipment needed: ______________________________
Ordered from: ______________________________

Catering and Menu Information:

Caterer Selected: ________________________________
Telephone # for caterer: ________________________________
Date caterer was booked: ________________________________
Type of Meal: ________________________________
  Menu: -
    salad______________________________
    entree______________________________
    vegetable______________________________
    starch______________________________
    dessert______________________________

Reception Food Menu:-
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

  Meeting Food Menu:-
  drinks______________________________
  additional foods:______________________________
    _______________________________________________________________________
    _______________________________________________________________________
    _______________________________________________________________________

  Type of serving: buffet, reception, plated, etc. ______________
Appetizers: ________________________________
Butlered? ________________________________
Bar: yes / no Beer/Wine/Full Bar
  Number of bars and locations: ________________________________
  Wine with meal? yes/no Red or White
  Wine Type:
    Price per Bottle:
  Who provides alcohol? ________________________________
  Date ordered: ________________________________
  Delivery date and time: ________________________________
  Alcohol request form on file? ________________________________

Special dietary needs: ________________________________
________________________________________________________________________
________________________________________________________________________
Note: No pork or pork products for Jewish or Muslim
  No beef for Hindu
No meat on Fridays for Catholic

Music/Entertainment:
Type of musical entertainment: ________________________
Person or group hired: ______________________________
Time they will be playing: ____________________________
Special needs for entertainment: (chairs, water, elec. outlets, etc.)
_________________________________________________

Presents for Honored Guests:
Who is receiving gifts: ______________________________
What are they getting: ______________________________
When was it ordered? _______________________________

Parking Needs:
Parking passes needed? ______________________________
Maps needed? _____________________________________
Does a special letter need to be sent to reserve the side lot? ___
_________________________________________________
When was letter sent? _______________________________
Does a parking attendant need to be hired? _____________

Flowers:
# of arrangements ______place for arrangement________________________
_____________________________________________________
Price of each arrangement: _____________________________
Florist name: _______________________________________
Florist number: _____________________________________
Delivery time and place: _______________________________

Publicity:
Given to Bill Gerdes: _________________________________
Community affairs calendar: ___________________________
Posters: _____________________________________________
Press Conference: _________________________________

Photographer:
Name of Photographer: ______________________________
Reservation Date: _________________________________
Time for Photo Shoot: ______________________________

Hotel Arrangements:
Guest Name: _______________________________________
Additional Guest Name: _____________________________
Arrival Date: ______________________________________
Departure Date: ____________________________________
Room Type: _______________________________________
Confirmation #: ____________________________________
Reservations Made by: ________________________________
Phone Number: ________________________________
Hotel Name: ________________________________
Billing Information: ________________________________

Tent:
Contact Purchasing for Bid: ________________________________
PO # for tent: ________________________________
Confirm tent with company: ________________________________
Tent Company: ________________________________
Contact Name: ________________________________
Phone #: ________________________________
Set up time: ________________________________
Cost: ________________________________

Other Rental:
Items: ________________________________
________________________________________________________________________________
________________________________________________________________________________
Price: ________________________________

Travel Arrangement:
Type of transportation Needed: ________________________________
Contact Purchasing for Bid: ________________________________
PO # for transportation: ________________________________
Reconfirm with Transportation Company: ________________________________
Arrival time of transportation: ________________________________
Cost: ________________________________

Signage Needs:
Does sign for marquee need to be made: Yes / No
Wording on sign: ________________________________
                                                                                      ________________________________
                                                                                      ________________________________
                                                                                      ________________________________

Keys:
If event runs past building/elevator closing, need keys: __________
Was Glenda Leasor notified and keys obtained from her? __________
Were keys returned to Glenda Leasor? ______________
What keys are needed? ______________

Final Head Count:
Guarantee #: ______________ Date of Guarantee: ______________
Person Guarantee is Given To: ________________________________
Thank You:
Send thank you card to those who helped.

___________________________________
_____________________________________________________________________
_________________________________________________________

Notes: ____________________________________________________________
_____________________________________________________________________
_____________________________________________________________________
_____________________________________________________________________
_____________________________________________________________________
_____________________________________________________________________
If you would like to be put in contact with any Board of Visitors member, please contact Courtney Miller with your request.

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Kowaliga Capital, Inc.

Mr. Clyde B. Anderson  
President and Chief Executive Officer  
Books-A-Million

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Senior Vice President, Global Initiatives  
The Coca-Cola Company

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Chief Executive Officer
and Chief Investment Officer
Vulcan Value Partners LLC

Mr. Tranum Fitzpatrick
Chairman
Seagrove Investment Corporation

Mr. Ted W. Giles  
Chief Executive Officer  
Chester's International, LLC

Mr. Wayne H. Gillis

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EVP  
HIIG Energy

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Managing Partner  
Intelligent Lending Advisers

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Partner  
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Mr. Doug Hulsey
Head of LDI Services and Corporate Relationships
Western Asset Management Company

Mr. William C. Hulsey
Former Chairman, Arlington Properties

Mr. J. Scott Hunter
Branch Manager/Investment Management Consultant
Raymond James

Mr. R. Wayne Jackson
Chief Financial Officer
Secureworks Corporation

Mr. Donald M. James
Vulcan Materials Company

Mrs. Hope H. Johnson
Chief Executive Officer
Friend Bank

Mr. Joseph H. Johnson
President
Friend Bank

Mr. James R. Jones
Chairman and President
Escambia County Bank
Mr. Timothy F. Kelly  
President  
Lockton Companies

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President and Chief Executive Officer  
Kemp Management Solutions

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Managing Director, Chief Financial Officer  
Oakworth Capital Bank

Ms. Sherrie LeMier-Potts  
President and Chief Operating Officer  
Healthcare Business Solutions, LLC

Ms. Cathy Leonhardt  
Managing Director and Co-Head of Global Retail Group  
Peter J. Solomon Company

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Group President Trinity Rail, SVP Trinity Ind.
Trinity Industries

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Of Counsel
Balch & Bingham LLP

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Tax Partner
PricewaterhouseCoopers LLP

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President
China Doll Rice & Beans

Mr. Donald Woodrow Nalley, Jr.
Vice President Finance
GATR Technologies

Mr. Alston M. Noah
Chief Executive Officer
ComplyMD, LLC

Mr. Timothy M. Parker, Jr.
President
Parker Towing Company Inc.

Mrs. Beverly C. Phifer
Chief Executive Officer
Phifer Incorporated

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Managing Director
Plaster, Scarvey and Associates
Mr. William Proctor  
Chief Operating Officer  
NexAir

Mr. Charles H. Renfroe  
Chief Executive Officer  
Renfroe Enterprises

Mr. Allen W. Ritchie  
Senior Vice President and Chief Financial Officer  
Altec Industries, Inc.

Mr. John H. Roberts  
Chief Executive Officer  
Bhate

Mr. Terry Roberts  
President/Founder  
The Roberts Group, Inc.

Mr. Richard H. Robinson  
President  
Robinson Iron Corporation

Mr. Michael D. Ross  
President and CEO  
CB&S Bank

Mr. J. Steven Roy  
Chief Financial Officer  
AAA Cooper Transportation

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President/Owner  
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Senior Vice President  
Restoration Hardware

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President  
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Mrs. Lana Sellers
President
Advanced Labelworx, Inc.

Mr. Gerry Shannon
Principal
Triad Properties Corporation

Mr. Dennis W. Shuler
President
Core Strengths Consulting LLC

Mr. Mark Clay Smith
Chief Executive Officer
M.C. Smith Interests LLC

Mr. Phillip D. Smith
Executive Vice President/Head of Government and Institutional Banking
Wells Fargo-MAC: D1053-40F

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First Vice President-Wealth Management Wealth Management Advisor
Merrill Lynch

Mr. William R. Stroud
Principal
Triad Properties Corporation

Mr. Daniel A. Staley
Principal
PricewaterhouseCoopers

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