

Events Guidebook

THE UNIVERSITY OF
ALABAMA[®] | *Culverhouse*
College of Business

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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

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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 eb bliss@cba.ua.edu as soon as the planning phase begins.

Major Event Timeline

1 year	<ul style="list-style-type: none"> - Reserve event space - Secure hotel block - Make guest list - Contact speakers and/or judges - Preliminary meeting with Emma Bliss
6 months	<ul style="list-style-type: none"> - 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	<ul style="list-style-type: none"> - 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	<ul style="list-style-type: none"> - 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	<ul style="list-style-type: none"> - 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.

Role of Alumni and Corporate Relations

The Alumni and Corporate Relations Office plays an advisory role for all conferences and symposiums. It is the responsibility of the department hosting the event to book all venues, caterers, speakers, arrange marketing materials, etc. For newly established events, please include the A&CR Office on preliminary planning phase decisions. For previously established events, please provide dates, agendas, speakers, updates, etc., as soon as possible.

To request Culverhouse Ambassadors for the event, please do so during the beginning of the planning phase.

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
 - 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
 - Contact
 - Alexis Clark, Operations Manager: 205-248- 5295
 - rivermarket@tuscaloosa.com

- Dinah Washington Cultural Arts Center
 - Contact
 - Meghan Truhett, marketing@tuscarts.org

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

- Hotel Capstone
 - 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 snewman@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 pre-setting 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>. 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.

Archibald & Woodrow's BBQ
205-826-0288

A Cutting Edger Caterers
205-633-1032

A Tavola Catering (Southern Dining Resources)
205-462-3205
*plated

Bama Dining
205-348-9881
*plated

Cypress Inn
205-345-6963
*plated

Full Moon BBQ
205-886-9447

Hotel Capstone
205-343-1103
*plated

Jason's Deli
205-765-6192

Jim N' Nicks
205-469-2060
*plated

Jimmy John's
205-366-3699

Robertson's BBQ
205-366-2208

Southern Ale House
205-248-7500
*plated

Urban Cookhouse
205-561-6999

Taco Mama
205-409-8173

Taziki's
205-344-6444

Rental Companies:
PRE Event Resources
*Use for linens too
205-314-4579

ABZ Rent-All
205-759-5444

Floral:
Wayne Adams
205-887-0654

Printing:
Kyle Stationery
205-722-2291

Promotional Items:
Sandy Clark
205-242-5349

APPENDIX B
Templates for Invitations and Programs

Dallas, TX Dallas, TX Dallas, TX
BAMA MEANS BUSINESS #BAMA MEANS BUSINESS #BAMA MEANS BUSINESS #BAMA MEANS
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 events@culverhouse.ua.edu by May 9th
Admission is complimentary for all alumni & friends
Complimentary Valet Parking



Culverhouse
College of Business

THE UNIVERSITY OF ALABAMA*



Culverhouse
College of Business

*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 Fuzell**

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

Jennifer Colforth Kimbrough

MARKETING ALUMNI LEADERSHIP AWARD

John Cantinus

MANAGEMENT ALUMNI LEADERSHIP AWARD

Dennis Shuler

**ECONOMICS, FINANCE AND LEGAL STUDIES
ALUMNI LEADERSHIP AWARD**

Nicole Black

CLOSING REMARKS

RECEPTION



Culverhouse
College of Commerce



International Business Symposium, Spring 2018

Students may register for individual sessions on Handshake.

AGENDA

MONDAY, FEBRUARY 12

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

TUESDAY, FEBRUARY 13

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

Students may register for individual sessions on Handshake.

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 Burlison, Alumni Initiatives Coordinator
Peter Do, Culverhouse Ambassador
Laura Catherine Vaughn, Culverhouse Ambassador

LINEN RENTAL

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

= _____

\$1.50 per crushed lamour napkin _____ x \$ 1.50

= _____

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

= _____

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

= _____

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

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

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 _____ x \$5.00 = _____

LINEN RENTAL

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

\$1.50 per crushed lamour napkin _____ x \$ 1.50 = _____

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

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

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:

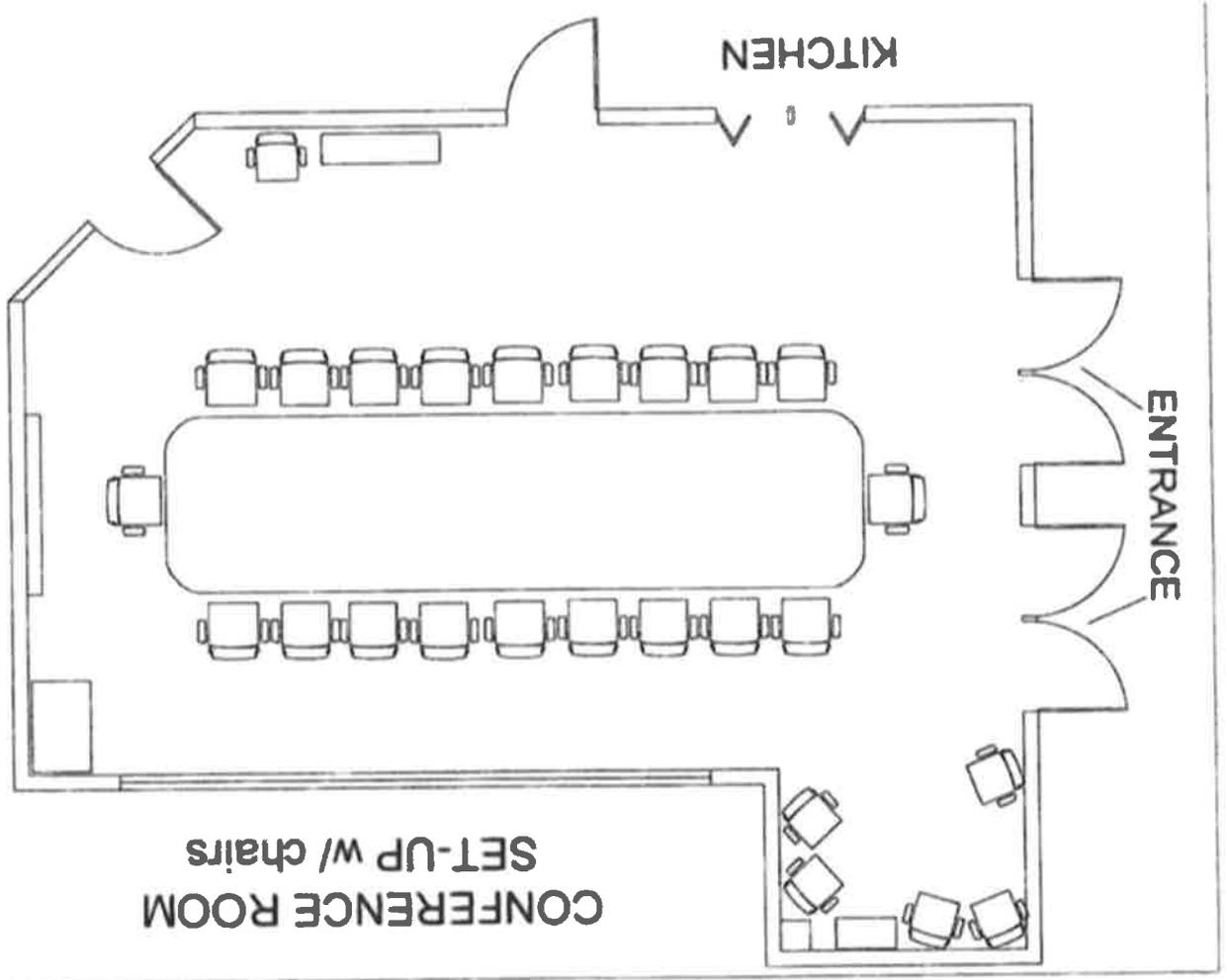
Signature

Date

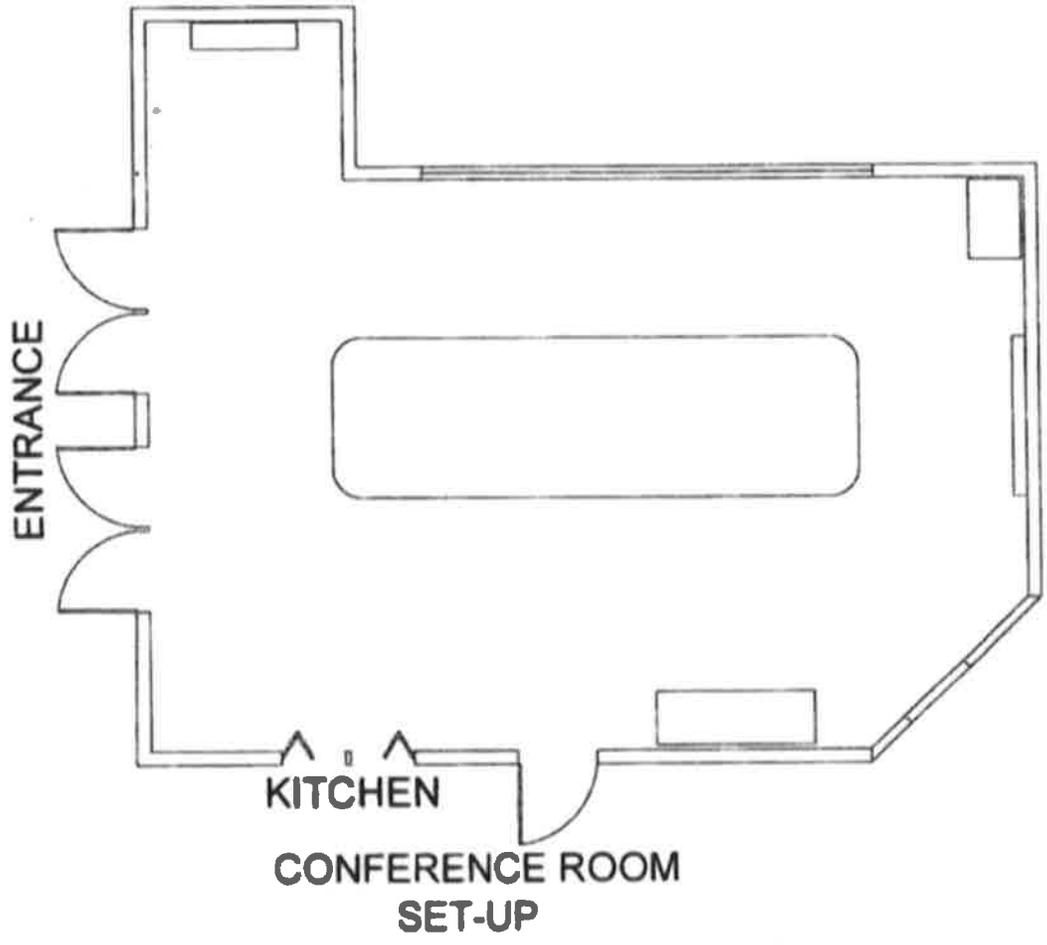
Approved (CBA Events Staff)

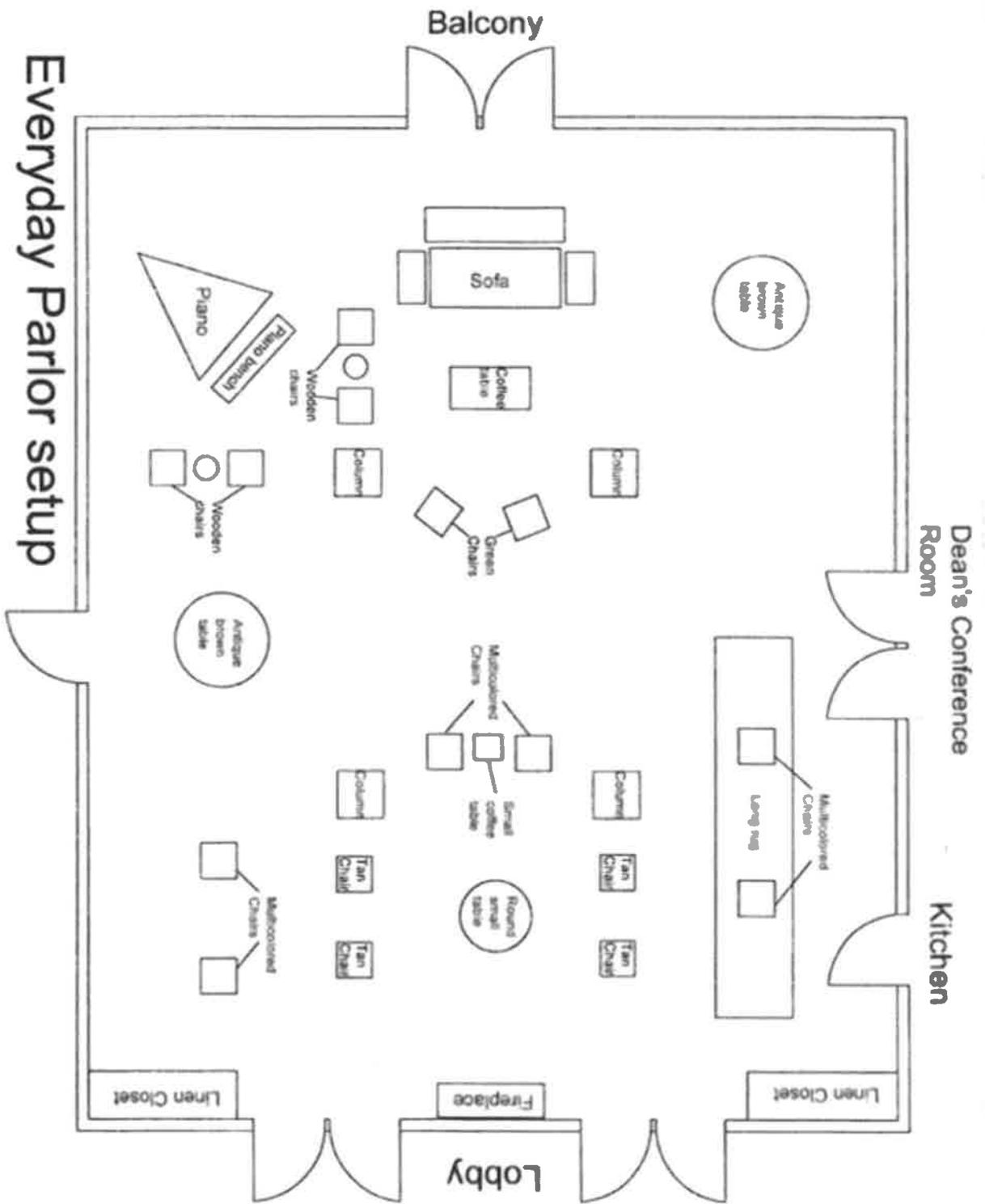
Date

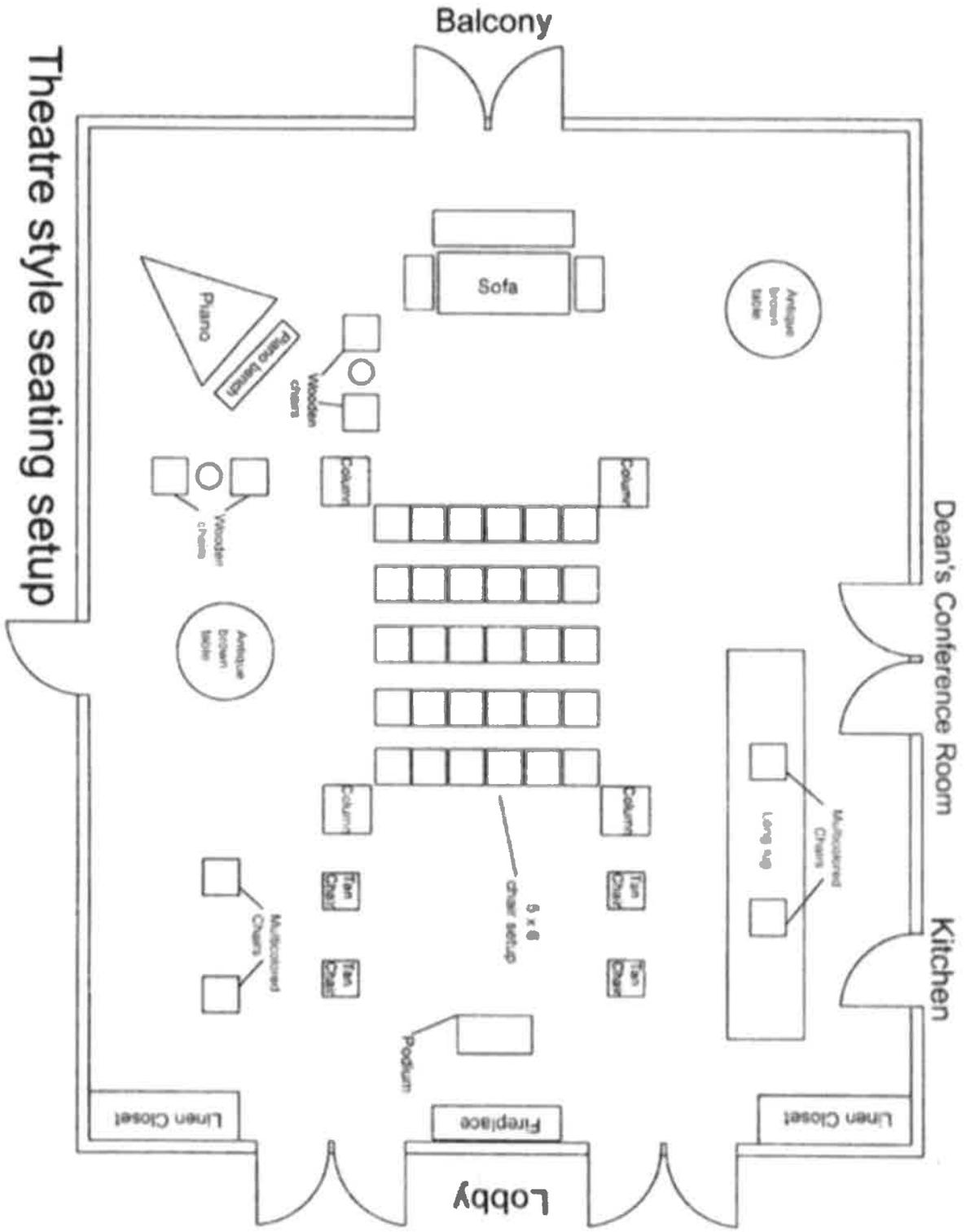
APPENDIX D
Dean's Conference Room and Parlor Set-up



DCR - Set up w/No Chairs
For large Buffets.





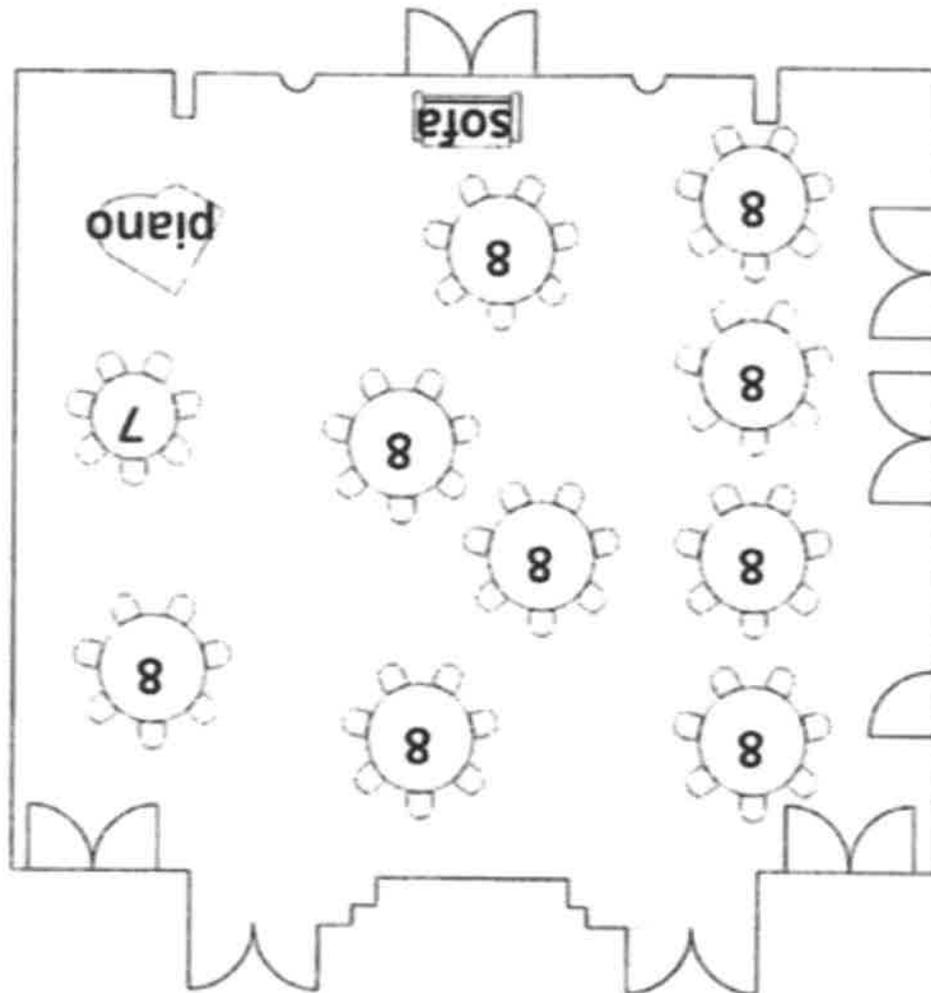


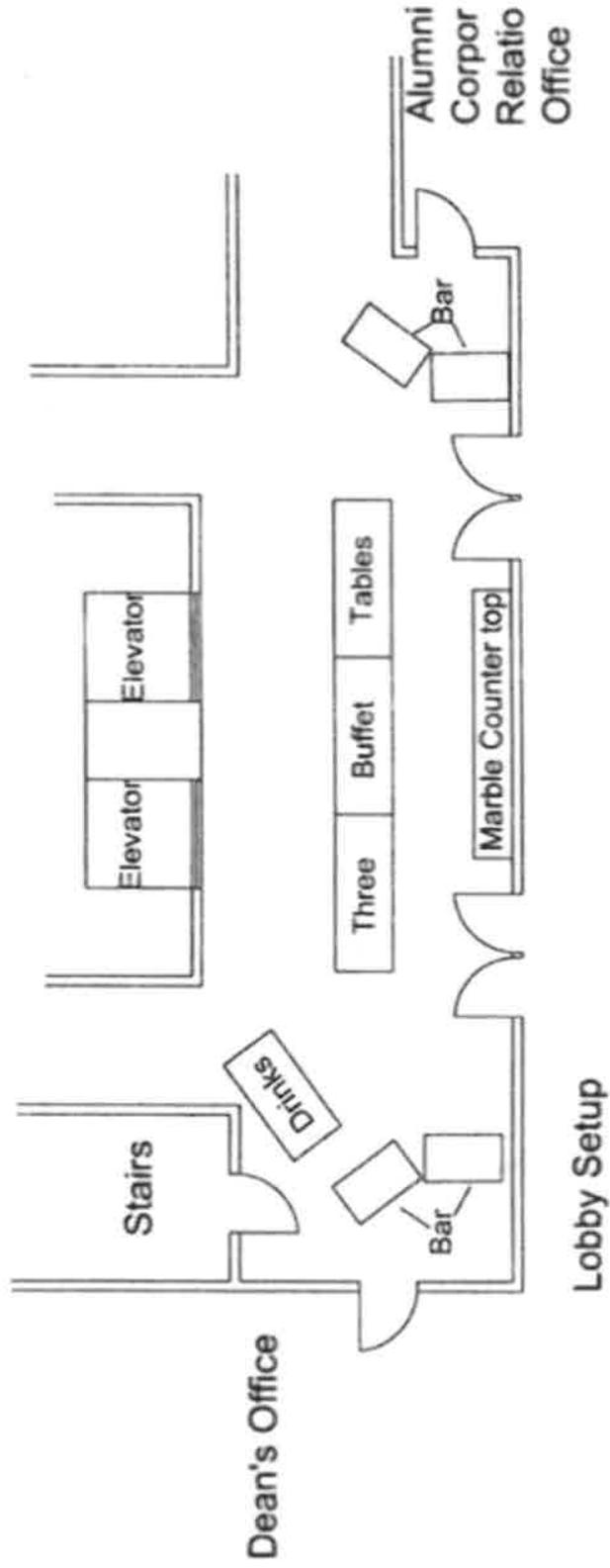
Theatre style seating setup

Dean's Conference Room

Kitchen

Round table set-up in Alston Parlor





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: _____

APPENDIX F
Culverhouse College of Business Board of Visitors List

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

Mr. Charles E. Adair

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Books-A-Million

Mr. Harry L. Anderson

Senior Vice Prewsident, Global Initiatives
The Coca-Cola Company

Mr. Owen W. Aronov

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Aronov Realty Company

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InterFuze Corporation

Mr. Ted Baudendistel

Chief Operating Officer
InterFuze Corporation

Mr. Jeffrey Bayer

President and Chief Executive Officer
Bayer Properties

Mr. Christopher Bayham

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Change Healthcare

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The Boeing Company

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Retired Group CEO, SunGard

Mr. Dan Blakley
Mr. Young J. Boozer III
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Chief Financial Officer
UHealth and The Miller School of Medicine

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President
Underwood Jewelers Corporation

Mr. William W. Brooke
Executive Vice President
and Managing Partner
Harbert Management Corporation

Mr. Ronald G. Bruno
Chairman
Bruno Event Team

Mr. Richard A. Burch
President
Innovative Med Concepts

Mr. Daryl G. Byrd
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IberiaBank Corporation

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Vice President
Campbell Group Business Development
Morgan Stanley

Mr. Todd Hinton Carpenter
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CFO
Quantcast

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Cooper/T. Smith Corporation

Doug Cox

Retired Corporate Executive

Mr. Chandler F. Cox, Jr

President and Chief Executive Officer
American Mining Insurance Co.

Mr. Frank D'Amico III

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BTC Wholesale Distribution, Inc.

Mr. G. Hilton Dean

Retired Vice Chairman, Ernst & Young LLP

Mr. Samuel A. Di Piazza, Jr.

Chairman of the Board of Trustees of the Mayo Clinic

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Retired President, Mark Dunning Industries

Mr. Russ Elrod (Andrea)

Mr. Gary P. Fayard

Retired Executive Vice President and Chief Financial Officer, The Coca-Cola Company

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Chief Executive Officer
and Chief Investment Officer
Vulcan Value Partners LLC

Mr. Trantum Fitzpatrick

Chairman

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HIIG Energy

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Intelligent Lending Advisers

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Mr. Jamie M. Holman

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UBS Financial Services, Inc.

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Mr. Kamal Hosein

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Stifel

Mr. G. Thomas Hough

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Mr. Daniel Hughes

Chairman
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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
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President
Friend Bank

Mr. James R. Jones

Chairman and President
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Kemp Management Solutions

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MidSouth Bank

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Mr. Thomas E. McMillan III

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GATR Technologies

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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

Mr. David Ruggles
President/Owner
Martin Supply Company

Mr. Matt Salmonson
Senior Vice President
Restoration Hardware

Mr. Ernest Scarbrough
President
Wise Technology, LLC

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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

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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

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Mr. Daniel A. Staley

Principal
PricewaterhouseCoopers

Mr. Timothy Stuart

Executive Vice President-Operations
Republic Services

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Vice Chairman and Business Development Officer
USAmeriBank

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RWT Banc Services LLC

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Managing Director & Partner
The Carlyle Group

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President & Chief Executive Officer
Regions Bank

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Mr. Reginald J. Walker

Chief Commercial Officer
PricewaterhouseCoopers

Mr. Palmer G. Whiting

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