

# IMAGINE

## **LEADERSHIP AND AVALON ASSOCIATES / GUESTS**

*Exclusive Instructions and Answers to Frequently Asked Questions*

*Event Date: April 3, 2017*

***PLEASE SHARE THIS INFORMATION WITH YOUR GUESTS.***

### **Where do we park?**

Reserved parking will open at **3:30 p.m.** and is located in the surface parking lot at the south entrance to the Ezell Center. The **GPS address** for this location is **3904 Belmont Boulevard**. The Ezell Center is located across from Smith Stadium, Lipscomb's intercollegiate softball field. You will receive a personalized parking pass via e-mail. Please print and display in the windshield of your vehicle.

### **Where do our guests park that do not have a reserved parking pass?**

The guest parking area will open at **3:30 p.m.** at **Woodmont Hills Church of Christ**, 3710 Franklin Pike, Nashville, 37204. From Woodmont Hills parking lot, comfortable and convenient shuttle buses will deliver you to the doors of McQuiddy gym, located in Allen Arena mall. From there your guests will be directed inside, where they will obtain their access credential and seating assignment for the event.

**Handicap** parking is available on the Gold level adjacent to Allen Arena. To access Gold level parking, enter campus from Granny White Pike across from Maplehurst Drive.

- **Note that the last shuttle will leave Woodmont Hills at 4:45 p.m.** to give all attendees time to arrive on campus, check in and enter the facility.
- Following *Imagine*, the **shuttles will run continuously** until 9:30 p.m. or until all associated events have concluded, if later than 9:30 p.m.

### **When should we arrive, and where do we go?**

All parking areas will **open at 3:30 p.m.** Please arrive as early as possible. You will be directed to enter the doors leading to McQuiddy gym where you will obtain your access credentials and seating assignment. Guests will check in by last name. Note that the doors **will close at 5:15 p.m.** With over 1,000 attendees, check-in could take several minutes. Please arrive early!

### **What should I bring?**

Each attendee 18 years of age or older will be required to present a **photo ID** to receive an access credential. Children under age 18 must be accompanied by a credentialed adult. And, as mentioned above, don't forget your **enclosed parking pass!**

### **What should I NOT bring?**

- Anything larger than a small purse
- Large bags, event bags, briefcases, suitcases, laptop cases, backpacks, etc.
- Cameras, recorders
- Firearms or weapons of any type, including any type of knife (even small pocket knives)
- Food or drink
- Laptop computers
- Coats (outerwear) will not be allowed in Allen Arena. **A self-service coat-check area will be available.**

### **May I bring a cell phone?**

Yes, but we kindly ask that you put your phone on silent mode once you enter the arena.

### **Will food be available to purchase?**

Concessions will NOT be available during the event.

### **What should I wear?**

We recommend business attire.

### **If I have a last-minute conflict, may I send someone in my place?**

Yes, please e-mail [associates@lipscomb.edu](mailto:associates@lipscomb.edu) or call 615-966-6232.

### **When will the event begin?**

The program will begin at **5:25 p.m.** in Allen Arena. The doors will **close** to the facility at **5:15 p.m.** The program will conclude by approximately 7:15 p.m.

### **How will we determine where to sit?**

All seating will be assigned and you will receive a name badge and seat assignment at check-in. Associates and their guests will be seated together.

### **Who can attend the VIP reception?**

Leadership and Avalon Associates receive **two** badges to the VIP Reception that will be held in Allen Arena immediately following the event. The passes will be included in the designated guest's packet they receive at event check-in.

### **If I have additional questions, what do I do?**

Call 615.966.6232 or email [associates@lipscomb.edu](mailto:associates@lipscomb.edu).