

IMAGINE

ASSOCIATES AND CATALYSTS / 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?

Your 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 you will be directed inside, where you will obtain your 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 I arrive?

Parking lots open at 3:30. The doors will close to the facility at **5:15 p.m.** All guests need to be seated inside **by 5:20 p.m.** With more than 1,000 attendees, check in could take several minutes, so please arrive early.

What should I bring?

Each attendee 18 years of age or older will need to present a **photo ID** to receive an access credential. Children under age 18 must be accompanied by an adult.

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 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.

If I have additional questions, what do I do?

Call 615.966.6232 or email associates@lipscomb.edu.