

IMAGINE

LEADERSHIP AND AVALON ASSOCIATES / GUESTS

Exclusive Instructions and Answers to Frequently Asked Questions

Event Date: Monday, April 15, 2019

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 West Garage. The **GPS address** for this location is **3904 Belmont Boulevard. From the West Garage, please proceed to the South entrance of Allen Arena and follow the signs to McQuiddy Gym.** 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 your guests 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 credentials and seating assignments for the event.

Handicap parking is available on the Gold level adjacent to Allen Arena and High Rise dormitory. To access Gold level parking, enter campus from Granny White Pike across from Maplehurst Drive. The **GPS address** for this location is **3901 Granny White Pike.**

- **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.** You will be directed to enter the doors leading to McQuiddy gym where you will obtain your seating assignment. Guests will check in by last name. Note that the doors will close at **5:15 p.m.**

What should I bring?

Don't forget your **parking pass!**

What should I NOT bring?

- Anything larger than a small purse
- Cameras or 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 in 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.

When will the event begin?

The doors will **close** to the facility **at 5:15 p.m.** The program will conclude by approximately 7:00 p.m.

How will we determine where to sit?

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

Who can attend the VIP reception?

Two people may attend the VIP Reception that will be held in Allen Arena immediately following the event. The designated attendees will receive a gold badge at check-in.

If I have additional questions, what do I do?

Call 615.966.6232 or email associates@lipscomb.edu.