



**2025 Victory Club New Member Event
EVENT MEMO**



Monday, November 3, 2025

Memo Date: 10/30/25

<u>EVENT INFORMATION</u>		<u>EVENT TIMELINE</u>		<u>IT</u>
Attendance 250 Accounts		Monday, November 3rd		Wifi will be used in Yuengling Flight Club Stars will provide wifi booster Activate Ethernet ports upon request Centerhung will be in use
Entrance East Doors		TBD	Stars Staff Arrive	
Event Time 2:30 PM - 4:00 PM		2:00 PM	East Doors Open	
LOCATIONS		2:30 PM	First Appointment	
Yuengling Flight Club		4:00 PM	Event Ends	
Plaza Level, Platinum Level				HVAC
Arena Bowl, Flagship Level				Airflow in space
Event Level, Bunker Tunnel Suite				ELECTRICAL
EVENT MANAGER				Will need power to the two booths on the west side of the Yuengling Club 2 positions
Scott				We will need power for check-out by the west bar up to (2) laptops and (2) copiers
OPERATIONS				We will have (2) high top rounds that will need their own power source middle section of Yuengling Club
(1) 8' table, (2) chairs, (3) sign holder at east lobby doors				Will need additional extension cords, power strips and gaff tape for Yuengling Club
(1) 8' table, (2) chairs, (1) sign holder at the top of the SE escalator sec. 220/22				PARKING
(1) 8' table and (2) chairs SE bar				Park in Lexus for free
(2) high top tables and (1) sign holder in the middle section of Yuengling Club				
(1) 8' table and (2) chairs by 223				
(1) 8' table and (2) chairs by 221				
We will need (6) sign holder total by the two booths on the west side of the club				
Stanchion a serpentine line from concierge station running toward West bar				
(3) 8' tables and (7) chairs by the west bar, (1) sign holder				
(1) 8' table and (2) chairs by 202				
Full hockey set up, guests will be selecting seats and needing sightlines and game set. Please install safety net and all glass including penalty box				
AUDIO / VISUAL				24 HR SECURITY
Yuengling Club PA w/ (1) speaker on sticks, (1) hand held mic at lectern				Please have lights on by 1:30 PM
Centerhung will be in use				Unlock East Lobby Doors at 1:30 PM
No audio needed in the bowl				Have the SE escalators to platinum level going UP from 12:00 PM – 5:00 PM; guests will take elevators 5/6 down
Section numbers on LED rings				Unlock the Yuengling Club spaces by 11a
Board content, per Stars				Greenlight Modia from 7:00 AM – 3:00 PM
HOUSEKEEPING				LEVY
Staff (1) male and (1) female attendant from 2:00 PM – 4:30 PM				Please clear out the buffet tables in the center of Yuengling Flight Club
GUEST SERVICES				
Staff (3) RC at East Entry Doors at 2:00 PM – 4:30 PM – run (2) mags				
Staff (1) RC roaming East Lobby and bowl at 2:00 AM – 4:30 PM				
Staff (1) RC roaming Lexus Club from 2:00 PM – 4:30 PM				
Please have staff on post by 1:45 PM				

Notes

Guests will arrive at the east entrance between sections 118 & 119 and will proceed up the escalator. Section numbers on rings, highlight or graphics package on CH and end boards

After the Mock-VCNME, NHL Ticketing employees will go down the stairs to Flagship Suite 1106, then the Loge Boxes, followed by an elevator to the event level to view VIP, then walk around to Angel's Envy, then the Stars locker room, then one of the bunker suites, and then finally exact between the benches on 118 & 119 to head up and leave the AAC.

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