



**Select-a-Seat Event:
EVENT MEMO**



Monday, July 27, 2026

Memo Date: 7/23/2026

<u>EVENT INFORMATION</u>		<u>EVENT TIMELINE</u>	<u>IT</u>
Attendance for SaS Meetings	TBD	12:00pm Start time for SaS Meetings	Scorers table turned on and power to outlets
Attendance for Open House	200	4:00pm SaS Meetings ends	<u>HVAC</u> Airflow in space beginning at 6a Normal game temp
Entrance for SaS Meetings	Employee Entrance	4:00pm Doors open for Open House	<u>ELECTRICAL</u> Scoreboard at game height Scorers table will need to be powered on
Entrance for Open House	Ultra Club North	8:00pm Open House ends	<u>PARKING</u> Park in Lexus for free Mavs staff in basement
Events Time	12:00pm - 8:00pm	8:00pm Conversion back to concert	
<u>LOCATIONS</u> Court Bowl Seating Ultra Club Interview Room 1			<u>24 HR SECURITY</u> Ultra Club Patio set by 3p Walk-in 50% lighting in bowl Media dining unlocked for breakroom for Mavs staff
<u>EVENT MANAGER</u> Kim			<u>LEVY</u> Levy bartender to serve popcorn and drinks in Michelob Ultra from 4:00 PM - 8:00 PM
<u>OPERATIONS</u> BOWL/EVENT LEVEL Full basketball setup on floor with baskets (Core Court) (5) high boy tables on the north end of the court ULTRA CLUB (1) 6' table and (2) chairs and (6) sign holders in Ultra Club INTERVIEW ROOM 1 (40) chairs theater style, 12x8x1 stage riser, (2) 8' tables in back, (1) 8' table, (2) chairs on stage			<u>GUEST SERVICES</u> Guest will enter through Ultra Club North Patio for open house Please staff bowl at 110/115/103 vomms on floor Please staff each lobby with a GS rep to prevent guests from propping doors Staff for open house only
<u>AUDIO / VISUAL</u> Section numbers on bowl rings Music playing in bowl and Ultra Club Logo Graphics on main board, bowl screens, scorers table, and concourse tvs Need (2) mics set up and working on stage in interview room 1			
<u>HOUSEKEEPING</u> There will be food and drinks served in Ultra Club from 4:00 pm - 8:00 pm			