



EVENT MEMO



Wednesday, July 29, 2026

MEMO DATE: 7/24/26

EVENT OVERVIEW					
VIP DOORS	5:00 PM	MOD	Wellington	CLUBS	
GENERAL DOORS	6:00PM	OPS MOD	Rodney	VIP LOUNGE	Clear
EST. ATTENDANCE	10,000	EVENT MOD	Nate	PATRON TEQUILERIA	Open
EVENT TIME	7:30PM-10:30PM	STAGE LOCATION	End Stage	ANGELS ENVY	VIP
ENTRANCES	NORTH	BOWL SEATING	Reserve	MODELO GOLD LION	Open
	EAST	FLOOR SEATING	Reserve	THE ZONE	Closed
	NE PLAT	SELL LINE	240°	YUENGLING FLIGHT CLUB	Open
YUENGLING DINNER: Yes				1933 RANCH	Closed
WEATHER HI: 105/ LO: 82/ Mostly Sunny 1% Chance of rain / 4 mph winds				CASA BACARDI	Open
				MICHELOB ULTRA	Open
ARTIST OVERVIEW:					
Lionel Richie is a Grammy Award-winning singer, songwriter, and producer whose career spans more than five decades, with iconic hits including "Hello," "All Night Long (All Night)," "Stuck on You," and "Endless Love."					
SHOW NOTES:					
There are two different VIP elements for this show. Earth, Wind and Fire VIPs will have a meet-and-greet. Lionel Richie's VIP will have a lounge. Both VIPs will have access to early merch.					

EVENT TIMELINE

[illegible]

OPERATIONS

STAGE:	Tour Provided	BOWL SET UP	South Retracted / North Up
STAIRS:	N/A	UPSTAGE CURTAIN	80'
FOH RISERS:		TERRACE CURTAIN	304-332
	(1) 20'x16'x2'	YUENGLING FLIGHT	Open
	(1) 4'x8'x5'	CH SCRIM	On
BARRICADE	Stanchion	CHAIR SET	Timeline SET TO 34"
BIKE RACK	FOH mix and pass gates	DASHERS	Draped
CATERING DOCK	N/A	DOWN AISLES	All In
MEDIA DINING	Concert setup	118/119 STAIRS	In
ANGELS ENVY	VIP	PERF. HALLWAY	Rack of Tables & Chairs
VIP LOUNGE	Clear	INT. HALLWAY	Rack of Tables & Chairs
CALL TIME	7:00 AM	110 TUNNEL	Beverage Sign
ROTUNDA 6	N/A	115 TUNNEL	Beverage & Restroom Sign
NOTES:		SECTIONS DRAPED	123 122 103 102
		FAN SHOPS	Draped

Please have (1) 6' table in 115 tunnel for Levy

MAINTENANCE / ELECTRICAL / HVAC

IT

CHALK	7:00 AM	SPOTLIGHTS	2	CALL TIME	8:00 AM
ELECT. CALL TIME	7:00 AM	CENTERHUNG	Max Trim By 5AM	CONCOURSE	Merch
MAINT. CALL TIME	10:00AM	WASHER / DRYER	No	PNC PLAZA	N/A
HVAC CALL TIME	11:00AM	FORKLIFTS	3 IN / 3 OUT	BOH	1 for production
POWER REQUESTS		FIRE EXTINGUISHERS	2 H2O / 4 CO2		1 for Tour MGMT
Lighting:	(2) 400A SR	HAZING	Yes		
Video:	(1) 400A SL	PYRO	Yes		
Sound:	(1)200A SR & (1)200A SL	CONFETTI	No		
Automation	(1)200A	ROOM TEMPS	71		
Rigging:	(1)100A	BOWL TEMP	Comfortable		
Lasers:	(1) 400A				
Catering:	N/A				

NOTES: Will NOT use Woodall Rodgers
102 Rig Points 72k lbs

<u>AUDIO / VISUAL</u>			<u>BOX OFFICE</u>	
CALL TIME	12:00PM		CASH ADVANCE	No
CLEAR COM	0		VIP	Yes
SPOTLIGHTS	2		CHAIR SET	Per Timeline
CAMERA OPS	0		FORCED WILL CALL	No
VIDEO BOARDS	ADS - Pre/Post Show			
NOTES:	N/A			
<u>MERCH</u>		<u>PARKING</u>	<u>LEVY</u>	
LOCATION	EAST SOUTH NORTH WEST PLATINUM PLAZA	LEXUS Open at 3:00 PM VALOR N/A PNC PLAZA N/A	POUR Floor VIP Yes YUENGLING FLIGHT Open BACKSTAGE Music City	
EARLY MERCH	Yes - East	NOTES No parking for VIP guests	NOTES Alcohol Cut Off 1hr before end of show Please pour drinks on the floor	
<u>LEGENDS</u>				
CONCOURSE		Full Strike		
FAN SHOPS		Will be Draped		
<u>GUEST SERVICES</u>			<u>24 HOUR SECURITY</u>	
SECURITY MEETING	Per timeline	SMOKING Both Patio	LOADING DOCK	12 Semi-Trucks
POUR	Floor	FAN PHOTOS No		4 Buses
LEVELS OPEN	Yes	VIP Yes		4 Artist Vehicles
CAMERA POLICY	No professional lens			
SPECIAL FX	Haze, Pyro		RENTALS	Gas (5) 50lbs Siphon CO2
NOTES				
Pour the floor			CATERING	Music City
			ROOMS AVAILABLE	All ; Opened @ 6AM
<u>HOUSEKEEPING</u>			HAZING	Per Timeline
EVENT LEVEL	Ready by 6AM		LOAD IN EMT	8:00AM
CONFETTI	No		LOAD OUT EMT	10:30PM
CONCOURSE	Ready by 1PM		PLAZA	N/A
NOTES			PATRON EAST	VIP
			CHIME	N/A
<u>ROCKFORCE</u>		<u>DALLAS FIRE DEPT.</u>	<u>MARKETING</u>	
CHALK	Per Timeline	HAZING Per Timeline	No Rotunda 6 needs	
FORKLIFTS	3 In/ 3 Out	PYRO Yes		
SPOT OPS	2	NOTES		
FURNITURE	Per Advance			

VIP

LEVELS

Lionel Richie VIP 1: Front Row VIP Lounge	Dedicated Entry, Lounge access, Early Merch, Gift, Drink Tickets
Lionel Richie VIP 2: Second Row VIP Lounge	Dedicated Entry, Lounge access, Early Merch, Gift, Drink Tickets
Lionel Richie VIP 3: Premium Lounge Package	Dedicated Entry, Lounge access, Early Merch, Gift, Drink Tickets
Lionel Richie VIP 4: Gold Hot Ticket	Dedicated entry and Gift
EWF VIP 1: Shining Star VIP Package (16)	Dedicated Entry, Photo Op, Early Merch, Gift
EWF VIP 2: Let's Groove VIP Package (35)	Dedicated Entry, Early Merch, and Gift
EWF VIP 3: Hot Ticket Package (34)	Dedicated Entry, Early Merch, and Gift

TIMELINE

5:00pm: Check In for Lionel Richie VIP 1-3 and EWF VIP 1 begins
5:00pm: Lounge for Lionel Richie VIP Opens in Angels Envy
5:00pm: Early Merch Begins
5:30pm: Photo Op for EWF VIP 1; Location TBD
5:30pm: EWF VIP 2&3 Check in begins
6:00pm: Lionel Richie VIP 4 Check in Begins
7:00pm: Lionel Richie VIP Lounge Closes
8:00 pm: Check In Closes

LOCATIONS

CHECK IN Patron East Doors

Lionel Lounge: Angels Envy

EWF Photo Op: Location TBD

NOTES Earth, Wind and Fire VIP will check in with Lionel Richie's VIP in Patron East at separate tables.
Will update GS on the loaction on the loaction for the EWF photo op.

Lionel Richie Lounge Total: 100 Split between VIP 1-3

