



Security Meeting
EVENT MEMO

Thursday, July 30, 2026

Memo Date: 7/27/26

EVENT INFORMATION		EVENT TIMELINE	GUEST SERVICES	
Attendance	100	30-Jul 10:00 AM Meeting Starts 1:00 PM Meeting Ends	(1) Person at Michelobe Ultra (1) Person on Admiral directing groups to HOF	
Entrance	Michelobe Ultra			
Event Dates	07.30.2026			
LOCATIONS	Hall Of Fame and Encore I		HVAC Normal airflow in building	
Contact	Marco Villareal		PARKING Guest will park in Lexus free of charge	
OPERATIONS			ELECTRICAL	
(100) Chairs Set theatre style			N/A	
(2) 8' Tables			BOX OFFICE	
AUDIO / VISUAL			N/A	
Projector and Screen			LEGENDS	
(1) Microphone			N/A	
IT			LEVY	
N/A			Coffee, Water, and Sodas in HOF	
24 HR SECURITY			HOUSEKEEPING	
Patrons will enter at Michelobe Ultra			Restrooms outside HOF cleaned and restocked	
Notes				