



**KONE Event:
EVENT MEMO**

Wednesday, August 12, 2026

Memo Date: 7/22/2026

<u>EVENT INFORMATION</u>		<u>EVENT TIMELINE</u>	<u>IT</u>
Attendance	20-30	11:30am Set-Up	N/A
Entrance	Admin Entrance	12:00pm Arrival	
Event Time	12:00pm-4:00pm	12:30pm-1:30pm Lunch	<u>HVAC</u>
<u>LOCATIONS</u> Admiral Level Meeting Rooms		1:30pm-3:00pm Presentati	Airflow in space beginning at 7a
		3:00pm-3:15pm Break	
		3:15pm-4:00pm Site Tour	<u>ELECTRICAL</u>
			N/A
<u>EVENT MANAGER</u> Kim			
			<u>PARKING</u> Park in Lexus for free
<u>OPERATIONS</u>		<u>24 HR SECURITY</u>	
HOF Room U-Shaped with (30) chairs Podium in front of room Have airwall in between all of the rooms		Guest will enter through Admin Entrance Admiral Rooms unlocked by 11a	
Encore 1 & 2 (2) 6' tables and (4) chairs		<u>LEVY</u> N/A KONE will be bringing outside catering	
<u>AUDIO / VISUAL</u>		<u>GUEST SERVICES</u>	
KONE will be using projector, and audio for their presentations. Will need (2) mics with a mic stand		N/A	
<u>HOUSEKEEPING</u>			
Check room for trash post event			