



Levy Orientation EVENT MEMO

Monday, August 17th, Wednesday, August 19th, Monday August 24th, 2026

Memo Date: 8/13/2026

EVENT INFORMATION		EVENT TIMELINE		Guest Service	
Attendance	160 Each Day	Monday, August 17th		N/A	
Entrance	Employee Entrance	9:00am	Session 1 Begins		
Event Time	8/17 9AM - 7PM	1:00pm	Session 1 Ends	HVAC	
Event Time	8/19 9AM - 7PM	3:00pm	Session 2 Begins	Normal airflow in building	
Event Time	8/24 9AM - 7PM	7:00pm	Session 2 Ends	PARKING	
LOCATIONS		Wednesday, August 19th		Park in Lexus for free	
VIP Lounge		9:00am	Session 1 Begins	24 HR SECURITY	
Contact		1:00pm	Session 1 Ends	Employees will enter through employee entrance and will use elavator 4 to get to VIP Lounge	
Kim		3:00pm	Session 2 Begins	ELECTRICAL	
		7:00pm	Session 2 Ends	(1) extention cord for laptop	
		Monday, August 24th		BOX OFFICE	
		9:00am	Session 1 Begins	N/A	
		1:00pm	Session 1 Ends	LEGENDS	
		3:00pm	Session 2 Begins	LEVY	
		7:00pm	Session 2 Ends	Levy contacts: Patricia Mondragon, Loretta Ransaw, & Nikita George	
OPERATIONS				Housekeeping	
VIP Lounge				Make sure VIP Lounge is clean prior to and after the event	
(80) chairs Classroom style facing presentation screen (facing the VIP Lounge Lobby)				IT	
Podium in front of the room				N/A	
(3) 8' tables outside of VIP Lounge doors with (2) chairs at each table					
Place (20) extra chairs on a cart outside of VIP Lounge					
AUDIO / VISUAL					
VIP Lounge					
Will use tv and will connect laptop to show presentation with audio					
(1) Mic requested with mic stand					
HDMI cord requested					