



**Mavs Trivia Night:
EVENT MEMO**



Monday, August 24th, 2026

Memo Date: 8/21/2026

<u>EVENT INFORMATION</u>		<u>EVENT TIMELINE</u>	<u>IT</u>
Attendance 75-100			N/A
Entrance Ultra Club North Patio		6:30pm Doors	
Events Time 6:30pm - 8:30pm		7:00pm Event Starts	
<u>LOCATIONS</u> Court Bowl Seating Ultra Club Visitors Locker Room VIP Lounge		7:00pm-7:45pm Trivia	<u>HVAC</u> Airflow in space beginning at 6a
		7:45pm-8:30pm SaS	Normal game temp
		8:30pm Event ends	<u>ELECTRICAL</u> Scoreboard at game height
		8:30pm Conversion into BB	
		Setup	
<u>EVENT MANAGER</u> Kim			<u>PARKING</u> Park in Lexus for free Mavs staff in basement
<u>OPERATIONS</u>			
VIP LOUNGE Game Day Setup (2) 8ft tables, (4) chairs and podium in the back of the room against the wall (2) 8ft tables and (4) chairs outside of VIP Lounge No airwall inbetween VIP Lounge and VIP Lounge Lobby			<u>24 HR SECURITY</u> Ultra Club Patio set by 6p Working lights lighting in bowl NBA Visitors locker room unlocked by 5p VIP Lounge unlocked by 5p
ULTRA CLUB (6) sign holders in Ultra Club			
VISITORS LOCKER ROOM Make sure the NBA visitors locker room is setup normally			
<u>AUDIO / VISUAL</u>			<u>LEVY</u> Full service bar and light snacks in VIP Lounge from 6:30 pm - 8:30 pm
Section numbers on bowl rings Music playing in bowl and VIP Lounge Logo Graphics on main board, concourse tvs, and in VIP Lounge (2) mics with mic stand requested in VIP Lounge Will use tv and will connect laptop to show presentation with audio in VIP Lounge. HDMI cord requested			<u>GUEST SERVICES</u> Guest will enter through Ultra Club North Patio Red Coats for Michelob Ultra
<u>HOUSEKEEPING</u> There will be food and drinks served in VIP Lounge from 6:30 pm - 8:30 pm			