



Stars EMS & EAP Training
EVENT MEMO

Tuesday, August 25th, 2026



Memo Date: 8/21/2026

<u>EVENT INFORMATION</u>		<u>EVENT TIMELINE</u>	<u>GUEST SERVICES</u>
Attendance	50	4:00pm Stars Staff Arrive 6:00pm Event Starts 9:30pm Event Ends	N/A
Entrance	Employee Entrance		
Event Time	6:00pm-9:00pm		
<u>LOCATIONS</u>			<u>HVAC</u>
Bowl, Event Level, Media Dining, Employee Entrance, Stars/Visitors Locker Room			Comfortable temp in room
<u>Contact</u>			<u>PARKING</u>
Kim			Park in Lexus for free
<u>OPERATIONS</u>			<u>ELECTRICAL</u>
Media Dining (6) rounds with (8) chairs each facing the projector Podium by projector			N/A
<u>AUDIO / VISUAL</u>			<u>BOX OFFICE</u>
Will use projector and will connect laptop to show presentation with audio in Media Dining. Mic and HDMI cord requested			N/A
<u>IT</u>			<u>LEGENDS</u>
N/A			N/A
<u>24 HR SECURITY</u>			<u>LEVY</u>
Guests will enter at Employee Entrance Have media dining unlocked by 4p Stars will be doing a walkthrough from the Stars/Visitors locker room to the floor to the loading dock			N/A
			<u>HOUSEKEEPING</u>
			Make sure there are trash cans in Media Dining