



# LEGENDS JOB FAIR EVENT MEMO

September 16, 2026

Memo Date: 9/11/2026

| <u>EVENT INFORMATION</u>                                                              |                 | <u>EVENT TIMELINE</u>                                                                                                              | <u>IT</u>                                                                                        |
|---------------------------------------------------------------------------------------|-----------------|------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------|
| Attendance                                                                            | 150             | <b>Wednesday, Sept. 16</b><br><b>10:00am</b> Tables and Chairs Dropped Off<br><b>6:00pm</b> Doors Open<br><b>9:00pm</b> Event Ends | N/A                                                                                              |
| Entrance                                                                              | North Hangar    |                                                                                                                                    |                                                                                                  |
| Event Time                                                                            | 6:00pm - 9:00pm |                                                                                                                                    |                                                                                                  |
| <u>LOCATIONS</u>                                                                      |                 |                                                                                                                                    |                                                                                                  |
| North Hangar<br>Employee Entrance                                                     |                 |                                                                                                                                    |                                                                                                  |
| <u>Contact</u>                                                                        |                 |                                                                                                                                    | <u>HVAC</u>                                                                                      |
| Nate Williams                                                                         |                 |                                                                                                                                    | Airflow in North Hangar                                                                          |
| <u>OPERATIONS</u>                                                                     |                 |                                                                                                                                    | <u>PARKING</u>                                                                                   |
| <b>NORTH HANGAR</b><br>(60) Chairs and (4) tables dropped outside of the North Hangar |                 |                                                                                                                                    | Park in Lexus for free                                                                           |
|                                                                                       |                 |                                                                                                                                    | <u>24 HR SECURITY</u>                                                                            |
|                                                                                       |                 |                                                                                                                                    | Guests will enter through the employee entrance and proceed into the North Hangar for the event. |
|                                                                                       |                 |                                                                                                                                    | <u>ELECTRICAL</u>                                                                                |
|                                                                                       |                 |                                                                                                                                    | N/A                                                                                              |
|                                                                                       |                 |                                                                                                                                    | <u>BOX OFFICE</u>                                                                                |
|                                                                                       |                 |                                                                                                                                    | N/A                                                                                              |
| <u>AUDIO / VISUAL</u>                                                                 |                 |                                                                                                                                    | <u>LEGENDS</u>                                                                                   |
| N/A                                                                                   |                 |                                                                                                                                    | N/A                                                                                              |
| <u>HOUSEKEEPING</u>                                                                   |                 |                                                                                                                                    | <u>LEVY</u>                                                                                      |
| Please restock Northwest Atrium Restrooms                                             |                 |                                                                                                                                    | N/A                                                                                              |
| <u>GUEST SERVICES</u>                                                                 |                 |                                                                                                                                    |                                                                                                  |
| N/A                                                                                   |                 |                                                                                                                                    |                                                                                                  |