

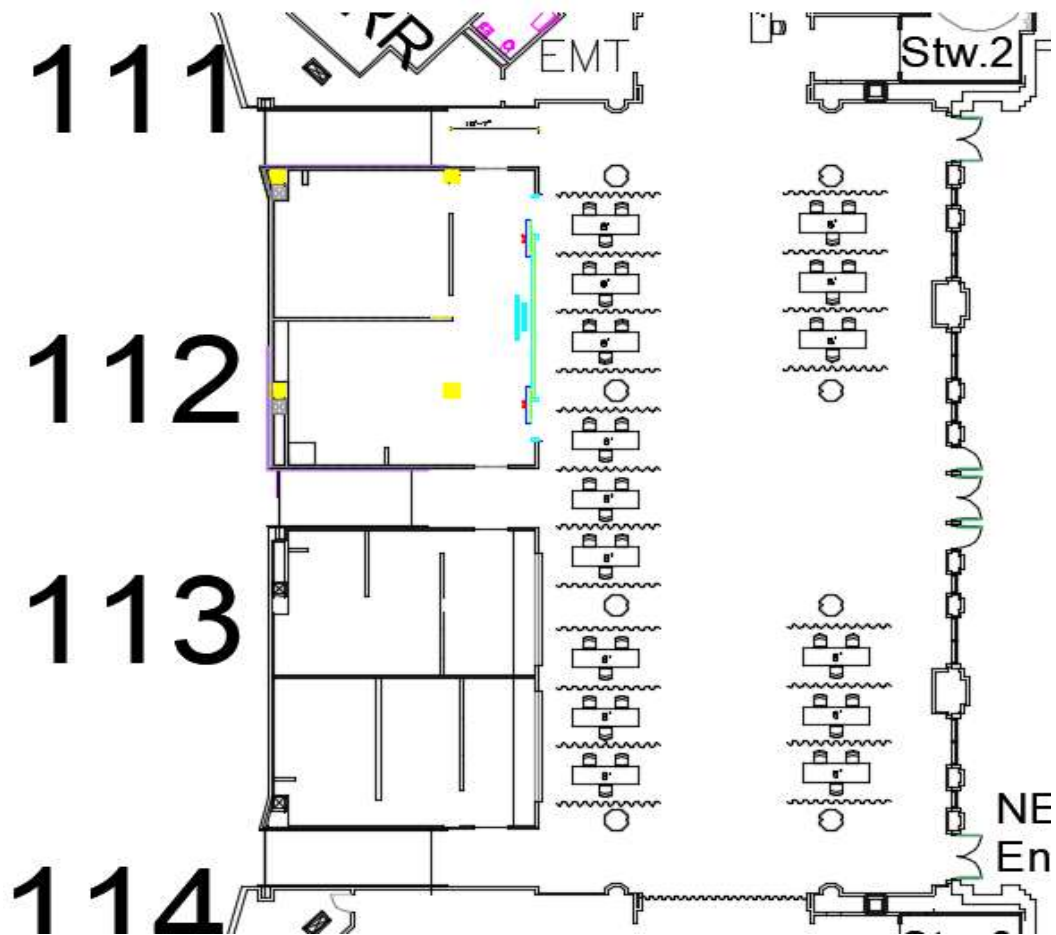


AAC Hiring Fair EVENT MEMO

Wednesday, September 16, 2026

Memo Date: 9/14/2026

EVENT INFORMATION		EVENT TIMELINE	Guest Service
Attendance	125	Wednesday, Sept. 16th 11:00am Operations: spaces set 1:00pm IT: computers/printers set 3:00pm Event Begins 8:00pm Event Ends	N/A
Entrance	Employee		
Event Time	3:00pm - 8:00pm		
LOCATIONS			
North Lobby Rotundas 1, 2, 3, 4			
Contact			HVAC
Alyssa Phillips			Normal airflow in building
OPERATIONS			PARKING
Rotunda 1 One (1) table, (2) chairs at section 109 One (1) sign holder outside employee entrance Three (3) rounds with chairs in Rotunda 1 Rotunda 2 Thirty (30) chairs theater style not connected. Facing North Lobby, (2) tables and (4) chairs North Lobby Each station should have (1) table & (2) chairs (Please use the security screening tables to supplement) Northeast Atrium 30 chairs theater style w/ generous spacing facing NE Atrium (1) table with (2) chairs opposite of the bar (3) tables with (8) chairs each in the middle of the room Gate closest to Admin (2) tables with (3) chairs Closest to box office (1) table with (2) chairs facing restroom AUDIO / VISUAL N/A IT Hardline access for (5) computers & (1) copier in front of Michelob Computers are (3) per table with (2) chairs, last table is the copier Please leave computer logins for a reference Please have set and tested with Amanda or Akeiyah by 1pm Will need to be broken down post event			Park in Lexus for free
			24 HR SECURITY
			Lights on: Bowl, Concourses, Atriums Guests will enter at Employee Entrance
			ELECTRICAL
			Extention cords and power strips in front of Michelob for (5) computers, (1) copier
			BOX OFFICE
			N/A
			LEGENDS
			N/A
			LEVY
N/A			
Housekeeping			
Per advance			



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