



EVENT MEMO



Saturday & Sunday: September 19 & 20, 2026

MEMO DATE: 9/15/2026

EVENT OVERVIEW					
VIP DOORS	4:45 PM both days	MOD	Ireland & Marco	CLUBS	
GENERAL DOORS	6:30PM Both Nights	OPS MOD	Alex & Dedrick	VIP LOUNGE	Open
EST. ATTENDANCE	13,000 Both Nights	EVENT MOD	Joe	PATRON TEQUILERIA	Open
EVENT TIME	8:00 PM to 11:00 PM	STAGE LOCATION	End Stage	ANGELS ENVY	VIP
ENTRANCES	NORTH	BOWL SEATING	Reserve	MODELO GOLD LION	Open
	EAST	FLOOR SEATING	Reserve	THE ZONE	Open
	NE PLAT	SELL LINE	220°	YUENGLING FLIGHT CLUB	Open
YUENGLING DINNER: Yes				1933 RANCH	Closed
WEATHER HI: 101 / LO: 79 / Sunny 6% Chance of rain 9mph winds				CASA BACARDI	Closed
				MICHELOB ULTRA	Open
ARTIST OVERVIEW: J Cole is an American rapper and record producer. Born on a military base in Germany and raised in Fayetteville, North Carolina,[4] Cole initially gained attention as a rapper following the release of his debut mixtape, The Come Up, in early 2007.					
SHOW NOTES:					
Rally Towels in Seats VIP Nation has lounge and early merch J Cole will enter the bowl through the crowd					

EVENT TIMELINE		
TIME	ACTIVITY	LOCATION
September 19th		
4:00 AM	Chalk	Floor / Arena
5:00 AM	Rigging Load In	Floor / Arena
8:00 AM	Production Load In	Floor / Arena
12:00 PM	Haze	Arena
12:00 PM	Rally Towels - Place in Seats	Floor / Arena
2:00 PM	Chairs	Arena
3:00 PM	Security Meeting	Ops Conference Room
4:00 PM	Line Check	Floor / Arena
4:45 PM to 8:30 PM	VIP 1 Check In	Patron East
5:00 PM to 6:30 PM	VIP 1 Early Merch	East Concourse
5:30 PM to 7:30 PM	VIP 1 Lounge Opens	Angel Envy
5:45 PM to 8:30 PM	VIP 2 Check In	Patron East
5:45 PM to 6:30 PM	VIP 2 Early Merch	East Concourse
6:30 PM	General Doors	Arena
8:00 PM	Ticketed Start Time	Arena
8:00 PM to 8:45 PM	Dreamville Radio	Arena
9:05 PM to 11:05 PM	J Cole	Arena
11:05 PM	End of Show	Arena
11:59 PM	Tour leaves the building	Arena
September 20th		
10:00 AM	Tour Arrives	Arena
12:00 PM	Haze	Arena
12:00 PM	Rally Towels - Place in Seats	Floor / Arena
3:00 PM	Security Meeting	Ops Conference Room
4:45 PM to 8:30 PM	VIP 1 Check In	Patron East
5:00 PM to 6:30 PM	VIP 1 Early Merch	East Concourse
5:30 PM to 7:30 PM	VIP 1 Lounge Opens	Angel Envy
5:45 PM to 8:30 PM	VIP 2 Check In	Patron East
5:45 PM to 6:30 PM	VIP 2 Early Merch	East Concourse
6:30 PM	General Doors	Arena
8:00 PM	Ticketed Start Time	Arena
8:00 PM to 8:45 PM	Dreamville Radio	Arena
9:05 PM to 11:05 PM	J Cole	Arena
11:05 PM	End of Show	Arena
3:00 AM	Load Out Ends	Arena
PREVIOUS SHOW: 9/17 Houston, TX		
NEXT SHOW: 9/23 Fayetteville, NC		

OPERATIONS

STAGE:	Tour Provided	BOWL SET UP	South Retracted / North Up
STAIRS:	0	UPSTAGE CURTAIN	80'
FOH RISERS:	20'x12'x2' Lighting (2) 4'x8'x6' Camera 36'x16'x4' VIP riser	TERRACE CURTAIN	331-305
		YUENGLING FLIGHT	Closed
BARRICADE	Tour provided and House FOH	CH SCRIM	On
BIKE RACK	FOH and pass gates	CHAIR SET	Timeline SET TO 34"
CATERING DOCK	(8) Tables	DASHERS	Draped
MEDIA DINING	Concert setup	DOWN AISLES	All In
ANGELS ENVY	Game Setup	118/119 STAIRS	In
VIP LOUNGE	Clear	PERF. HALLWAY	Rack of Tables & Chairs
FAN SHOPS	Draped	INT. HALLWAY	Rack of Tables & Chairs
CALL TIME	6:00AM	110 TUNNEL	Beverage Sign
ROTUNDA 6	No	115 TUNNEL	Beverage & Restroom Sign
		SECTIONS DRAPED	123 122 103 102

NOTES:

Marketing does not have ROT 6 needs
Please have (1) 6' table in 115 tunnel for Levy
A rack of tables and chairs in each hallway
(2) 8' table with 4 chairs for VIP on the plaza level next to Patron.
Clear Angels Envy of the furniture.
Sign holder for Patron East door.

MAINTENANCE / ELECTRICAL / HVAC

IT

CHALK	4:00AM	SPOTLIGHTS	0	CALL TIME	7:30 AM
ELECT. CALL TIME	4:00AM	CENTERHUNG	Max Trim By 5AM	CONCOURSE	Merch
MAINT. CALL TIME	10:00AM	WASHER / DRYER	0/0	PNC PLAZA	N/A
HVAC CALL TIME	11:00AM	FORKLIFTS	3 IN / 3 OUT	BOH	1 for Production
POWER REQUESTS		FIRE EXTINGUISHERS	0 H2O / 0 CO2		1 for dressing room
LIGHTING (1) 400A SL (2) 400A SR		HAZING	Yes		
AUDIO (1) 400A SR (1) 200A SL		PYRO	Yes		
VIDEO (1) 200A SL (2) 200A SR		CONFETTI	Yes		
RIGGING		ROOM TEMPS	71		
SFX (1) 50A SL		BOWL TEMP	Comfortable		
TAIT (1) 200A SR					
FOH					

NOTES: Will use Woodall Rodgers
180 Rig Points 175k lbs

AUDIO / VISUAL				BOX OFFICE				
CALL TIME		12:00PM		CASH ADVANCE		No		
CLEAR COM		0		VIP		Yes		
SPOTLIGHTS		0		CHAIR SET		Set to Normal setup		
CAMERA OPS		0		FORCED WILL CALL		No		
VIDEO BOARDS		ADS - Pre/Post Show						
NOTES:		Please put the AD Mat image in Angels Envy						
MERCH			PARKING		LEVY			
LOCATION		EAST	SOUTH	LEXUS	Yes	POUR	Floor	
		NORTH	WEST	VALOR	N/A	VIP	Yes	
		PLATINUM	PLAZA	PNC PLAZA	N/A	YUENGLING FLIGHT	Closed	
		ROTUNDA-2		NOTES		BACKSTAGE	Music City	
EARLY MERCH		Yes		VIP Nation		NOTES		
				Alcohol Cut Off 1hr before end of show				
LEGENDS				Please pour drinks on the floor				
CONCOURSE				Full Strike				
FAN SHOPS				Will be Draped				
GUEST SERVICES				24 HOUR SECURITY				
SECURITY MEETING		Per timeline		SMOKING		Both Patio		
POUR		Floor		FAN PHOTOS		N/A		
LEVELS OPEN		Yes		VIP		Yes		
CAMERA POLICY		No professional lens						
SPECIAL FX		Haze						
NOTES		Pour the floor / No Gifts and Flags						
HOUSEKEEPING				RENTALS				Gases
								Forklift
				CATERING				Music City
				ROOMS AVAILABLE				All ; Opened @ 6AM
				HAZING				Per Timeline
EVENT LEVEL				Ready by 6AM		LOAD IN EMT		4am to 5pm in bowl
CONFETTI				Yes		LOAD OUT EMT		11pm to 3am in bowl
CONCOURSE				Ready by 1PM		PLAZA		N/A
NOTES				Please have (2) large trashcans on the south end of the floor		PATRON EAST		Yes
						CHIME		No
ROCKFORCE			DALLAS FIRE DEPT.			MARKETING		
CHALK		Per Timeline		HAZING		Per Timeline		
FORKLIFTS		3		PYRO		Yes		
SPOT OPS		0		NOTES				
FURNITURE		Per Advance				Will not be using Rotunda 6 for photo op		

VIP

VIP Nation

LEVELS

GA Pit

Reserve

September 19th

VIP 1	0	200	Dreamville VIP Lounge Package - Early Entry, Early Merch, Lounge
VIP 2	0	300	Premium VIP Package - Early Entry, Early Merch
VIP 3	0	3	Dreamville VIP Lounge Upgrade - Early Entry, Early Merch, Lounge

September 20th

VIP 1	0	150	Dreamville VIP Lounge Package - Early Entry, Early Merch, Lounge
VIP 2	0	300	Premium VIP Package - Early Entry, Early Merch
VIP 3	0	5	Dreamville VIP Lounge Upgrade - Early Entry, Early Merch, Lounge

LOCATIONS

CHECK IN Patron East

LOUNGE Angels Envy

TIMELINE

4:45 PM to 8:30 PM	VIP 1 Check In	Patron East
5:00 PM to 6:30 PM	VIP 1 Early Merch	East Concourse
5:30 PM to 7:30 PM	VIP 1 Lounge Opens	Angel Envy
5:45 PM to 8:30 PM	VIP 2 Check In	Patron East
5:45 PM to 6:30 PM	VIP 2 Early Merch	East Concourse

NOTES

2 Security for Mags / 1 Ticket Taker / 5 Staff for Early Merch / 3 Angels Envy
(2) 8' table with 4 chairs for VIP on the plaza level next to Patron.

Both Shows 19th & 20th are sold the same

