



**Guest Services NHO
EVENT MEMO**

Tuesday and Thursday: September 22nd/24th, 2026

Memo Date: 9/21/2026

<u>EVENT INFORMATION</u>		<u>EVENT TIMELINE</u>	<u>GUEST SERVICES</u>
Attendance both days	80	September 22nd, 2026	N/A
Entrance both days	Employee Entrance	2:00PM Setup to be complete	
Event Time	4:30PM-10:00PM	4:30PM Event Starts	<u>HVAC</u>
both days		10:00PM Event Ends	Comfortable temp in room
<u>LOCATIONS</u>		September 24th, 2026	
Hall of Fame		2:00PM Setup to be complete	<u>PARKING</u>
Employee Entrance		4:30PM Event Starts	Guests will park in Lexus for free
East & South Concourse		10:00PM Event Ends	
Modia			
Guest Servies Areas on Event Level			
Club Spaces		<u>Contact</u>	<u>ELECTRICAL</u>
Bowl (TBD)		Alyssa Phillips	(2) Extension cords & (2) power strips in Encore 2 for (4) computers for 9/22
<u>OPERATIONS</u>			<u>BOX OFFICE</u>
9/24 (40) chairs classroom style at Plaza Level South Lobby facing towards south doors			N/A
9/24 (40) chairs classroom style at Plaza Level East Lobby facing towards east doors			
Both days (4) 8' tables along the back wall of encore 1			<u>LEGENDS</u>
Both days (1) 8' table and (2) chairs at employee entrance section 108			N/A
Both days (80) chairs classroom style in HOF and (2) 8' table with (2) chairs outside of HOF entry			
<u>AUDIO / VISUAL</u>		<u>IT</u>	<u>LEVY</u>
Projector, (1) mic and HDMI cable for both days		Hardline access for (4) computers inside Encore 2. Please leave computer log for 9/22	Per advance
<u>24 HR SECURITY</u>			<u>HOUSEKEEPING</u>
9/24			Per advance
Game set in South & East Lobby			
Both days			
Lights on in all spaces from 3:00 PM - 11:00 PM			
Employees will be escorted in groups from Employee Entry			
Have HOF unlocked by 2:00 PM			

