



Mavs Media Day EVENT MEMO



September 24-25, 2026

Memo Date: 9/22/2026

EVENT INFORMATION		EVENT TIMELINE		IT
Attendance	100-200	September 24th		Hard line on the practice court
Entrance	Employee entrance and Loading Dock	7:00am	Load In Begins	
		5:00pm	End of the day	
LOCATIONS		September 25th		HVAC
Bowl				Airflow in spaces
Angels Envy				Normal game temp
Patron		6:00am		ELECTRICAL
All Event Level Rooms		10:00am		Electrician needed on site both days
HOF & Enc I		5:00pm		600A on North Side of Bowl for Video and additional power on the South of the Bowl
Dr. Pepper Suite				Will have additional power needs in VIP
EVENT MANAGER				PARKING
Nate				Park in Lexus for free
				Mavs staff in basement
				24 HR SECURITY
				Mavs Staff will enter the building at the employee entrance throughout the day
OPERATIONS				Mavs will provide list for loading dock parking
BOWL/EVENT LEVEL				
Hockey Set-up with polar floor, the 103 tunnel removed, glass down, and dashers covered				N/A
Interview room 1 set up in game mode				
Rack of tables and chairs in the Performers Hall ways and Stars Hallway				N/A
All other event level rooms cleared				
(1) 8' Table and (2) chairs on the practice court				N/A
Hall of Fame & Encore I				
(1) 8' Table and (3) chairs in both rooms				N/A
AUDIO / VISUAL				N/A
Per Advance with the Mavs				
HOUSEKEEPING				N/A
N/A				