



**Levy Job Fair
EVENT MEMO**

Monday and Wednesday: September 28th/30th, 2026

Memo Date: 9/24/2026

<u>EVENT INFORMATION</u>		<u>EVENT TIMELINE</u>	<u>GUEST SERVICES</u>
Attendance	200	September 28th 12:00pm All materials drop 4:00pm Event Begins 7:00pm Event Ends September 30th 12:00pm All materials drop 4:00pm Event Begins 7:00pm Event Ends	Staff (2) red coats at the Patron East Staff (1) red coat South Patron door Staff (1) red coat Angels Envy door
Entrance	Patron East		
Event Time:	9/28 4PM - 7PM		
Event Time:	9/30 4PM - 7PM		
<u>LOCATIONS</u>			<u>HVAC</u> Normal airflow in building
Patron and Angels Envy			
<u>Contact</u>			<u>PARKING</u> Guest will park in Lexus for free
Kim			
<u>OPERATIONS</u>			<u>ELECTRICAL</u>
(2) 8' tables in Patron with (2) chairs at each table (20) chairs in Angels Envy by the bar as a downstairs waiting area (2) sign holders in Patron			(3) extension cords for computers in Patron
<u>AUDIO / VISUAL</u>			<u>BOX OFFICE</u>
N/A			N/A
<u>IT</u>			<u>LEGENDS</u>
Requesting (3) computers on the wall next to Patron men's restroom Each computer will need to be connected to internet			N/A
<u>24 HR SECURITY</u>			<u>LEVY</u>
Set (1) mag at the Patron East Door Guest will exit out the South Patron door			Levy contacts: Patricia Mondragon & Nikita George
			<u>HOUSEKEEPING</u>
			Patron and Angels Envy