



Parking CART
EVENT MEMO

Wednesday September 30th, 2026

Memo Date: 9/24/2026

<u>EVENT INFORMATION</u>		<u>EVENT TIMELINE</u>	<u>GUEST SERVICES</u>
Attendance	70	September 30th, 2026	N/A
Entrance	Employee Entrance	3:00PM Setup to be complete	
Event Time	4:30PM-9:00PM	4:30PM Event Starts	<u>HVAC</u>
<u>LOCATIONS</u> Employee Entrance Media Dining		9:00PM Event Ends	Comfortable temp in room
	<u>Contact</u> Lorenzo Vigliante		<u>PARKING</u> Guests will park in Lexus for free
<u>OPERATIONS</u>			<u>ELECTRICAL</u>
<u>Media Dining</u> (10) rounds with (7) chairs each and (6) 6' tables (1) podium by projector screen Sign Holder at entrance of media dining			(1) Extension cord by podium
<u>AUDIO / VISUAL</u>			<u>BOX OFFICE</u>
Screen, Projector, HDMI Cable, and (2) wireless mics in Media Dining Have old videos of stars and mavs on tvs in the room		N/A	
<u>24 HR SECURITY</u>			<u>LEGENDS</u>
Have media dining unlocked by 12:00 PM Employees will enter through employee entrance and go to media dining Lights on in media dining from 12:00 PM - 9:00 PM		N/A	
<u>HOUSEKEEPING</u>			<u>LEVY</u>
Make sure the bathrooms in media dining are clean prior to event			N/A
			<u>IT</u>
			Jasmine will request a laptop from y'all for presentation