



Mavs Select-A-Seat/CourtFit: EVENT MEMO



Monday, September 28th, 2026

Memo Date: 9/24/2026

EVENT INFORMATION		EVENT TIMELINE	IT
Attendance	250	2:30am	Coverion into full BB
Entrance	Ultra Club North Patio	7:00am	Mavs staff arrives
CourtFit Event Time	4:30pm - 7:00pm	4:30pm	Doors open for Premium CourtFit
SaS Event Time	5:00pm - 9:00pm	5:00pm	Premium Event Begins
<u>LOCATIONS</u> Court VIP Lounge Ultra Club East Concourse Hallway outside of Ultra Club		5:00pm	Doors & Event Begins fo SaS
		5:45pm	Premium Event Ends
		5:45pm-7:00pm	VIP Lounge Recovery Lounge
		5:45pm	Doors open for Members CourtFit
<u>EVENT MANAGER</u> Kim		6:15pm	Member Event Begins
		7:00pm	Member Event Ends
		9:00pm	Sas Ends
OPERATIONS			IT
<u>BOWL/EVENT LEVEL</u> Full basketball setup on floor with baskets (Main Court) (2) 6' tables for VIP Lounge			Scorers table turned on and power to outlets and graphics
<u>HALLWAY OUTSIDE OF ULTRA CLUB</u> (4) 6' tables, (2) chairs, (2) bar-top tables and (2) sign holders			<u>HVAC</u> Airflow in space beginning at 7a Normal game temp
<u>ULTRA CLUB</u> (6) sign holders in Ultra Club			<u>ELECTRICAL</u> Scoreboard at game height Mavs will run power to 103 or 110 tunnel for their speakers. Will need (2) power strips by the speakers Scorers table will need to be powered on
<u>AUDIO / VISUAL</u> Mavs will have their own speakers playing in bowl Section numbers on bowl rings starting at 9:00 AM CourtFit graphics on main board, bowl screens, scorers table, VIP lounge, and concourse tvs Music playing in Ultra Club			<u>PARKING</u> Park in Lexus for free Mavs staff in basement
<u>HOUSEKEEPING</u> There will be food and drinks served in VIP Lounge from 5:45 PM - 7:00 PM and in Ultra Club from 5:00 PM - 9:00 PM			<u>24 HR SECURITY</u> Ultra club patio set by 9a Walk-in 50% lighting in bowl to set the mood for CourtFit VIP Lounge unlocked by 2p OrangeTheory/Vendors will be coming through employee entry Mavs sales team will be in Yuengling from 9a-5p
			<u>LEVY</u> Levy bartender to serve popcorn and drinks in Michelob Ultra from 5p-9p Water stations in each tunnel (104 & 109)
			<u>GUEST SERVICES</u> Guest will enter through Ultra Club North Patio 4 staff at doors, 3 for the floor voms, 1 supervisor, 1 at VIP Lounge