



**SR. Managers Meeting
EVENT MEMO**

Wednesday, September 30th, 2026

Memo Date: 9/26/2026

EVENT INFORMATION		EVENT TIMELINE		IT
Attendance	45 ppl	Wednesday, September 30th 10:00am All Spaces Ready 11:00am Event Starts 1:00pm Event Ends		Laptop requested. Please bring it by 10:00AM
Entrance	N/A			HVAC
Event Time	11:00am - 1:00pm			Airflow in Hall of Fame
LOCATIONS				PARKING
VIP Lounge				Park in Lexus for free
Contact				24 HR SECURITY
Kim				N/A
OPERATIONS				ELECTRICAL
VIP Lounge Set the room in a U shape set up for 45 ppl Podium in fornt of the room Set (3) 8' tables on the back wall Set (1) 8' table and (2) chairs as a check in table outside room				N/A
				BOX OFFICE
				N/A
AUDIO / VISUAL				LEGENDS
Will be using the tv in front of the room. HDMI Cord requested				N/A
HOUSEKEEPING				LEVY
Make sure restrooms are clean prior to the meeting in VIP Lounge				N/A
GUEST SERVICES				
N/A				