



TCU Visit  
EVENT MEMO



30-Sep-26

Memo Date: 9/28/2026

| EVENT INFORMATION                                           |                   | EVENT TIMELINE             | IT                                                                                                   |
|-------------------------------------------------------------|-------------------|----------------------------|------------------------------------------------------------------------------------------------------|
| Attendance                                                  | 65                | September 30th             | N/A                                                                                                  |
| Entrance                                                    | Employee entrance | 9:00am<br>11:00am          |                                                                                                      |
|                                                             |                   | Event Begins<br>Event Ends |                                                                                                      |
| LOCATIONS                                                   |                   |                            | HVAC                                                                                                 |
| HOF                                                         |                   |                            | Airflow in spaces                                                                                    |
| EVENT MANAGER                                               |                   |                            | ELECTRICAL                                                                                           |
| Nate                                                        |                   |                            | N/A                                                                                                  |
|                                                             |                   |                            | PARKING                                                                                              |
|                                                             |                   |                            | TCU bus will drop off students and park in the Inspiration Lot.                                      |
|                                                             |                   |                            | 24 HR SECURITY                                                                                       |
|                                                             |                   |                            | Guest will be dropped off on the west side and will enter the building through the employee entrance |
| OPERATIONS                                                  |                   |                            |                                                                                                      |
| Hall of Fame                                                |                   |                            |                                                                                                      |
| 65 Chairs set theatre style facing the projector screen.    |                   |                            |                                                                                                      |
|                                                             |                   |                            | LEVY                                                                                                 |
|                                                             |                   |                            | N/A                                                                                                  |
|                                                             |                   |                            | GUEST SERVICES                                                                                       |
|                                                             |                   |                            | N/A                                                                                                  |
| AUDIO / VISUAL                                              |                   |                            |                                                                                                      |
| The existing projector and screen will be used in the space |                   |                            |                                                                                                      |
| HOUSEKEEPING                                                |                   |                            |                                                                                                      |
| N/A                                                         |                   |                            |                                                                                                      |