



Guest Services CART Training EVENT MEMO

October 6th and 7th, 2026

Memo Date: 10/2/2026

<u>EVENT INFORMATION</u>		<u>EVENT TIMELINE</u>	<u>IT</u>
Attendance 300	October 6th and 7th 4:00pm: Spaces Ready 5:00pm: Employees Arrive 5:30pm: Presentation Begins 6:45pm: Breakout Sessions 10:00pm: End of Event		(3) time clocks across from 111 (1) time clock at Employee Entrance
Entrance North Doors			
Event Time 5:00pm - 10:00pm			
LOCATIONS Bowl, Concourse, Clubs, Suite Levels, Event Level, Modia, and HOF			
Contact Alyssa Phillips			
<u>OPERATIONS</u>			
North Concourse (3) 8' tables and (6) folding chairs outside of 112/113			
Rotunda 3 (3) High Top Tables			
NE Atrium (6) 8' Tables lined up parallel in the space starting at 115/116 going east (2) 8' table set off to side after line of tables on north side of table line			
West Concourse (120) chairs theatre style (spaced/not locked) facing towards West Doors			
South Concourse (60) chairs theatre style (spaced/ not locked) facing towards South Doors			
VIP Lounge (40) chairs theatre style (spaced/not locked) facing TV on wall Podium High Top Tables			
Floor 100 folding chairs All floor drops in	Interview 1 (40)chairs theatre style (spaced/not locked) HOF (30) chairs theatre style (spaced/not locked) Media Dining Game Set		
Rotunda 5 (2) 8' tables			
<u>AUDIO / VISUAL</u>			
Concourse TV's on with CART Graphic Floor: Per advance with Scott; Wireless Mic needed in the Bowl West Concourse: Rolling TV with connection for laptop and (2) wireless mics VIP Lounge: Remote for TV, Connection for laptop, and (1) wireless mic HOF: (1) Wireless Mic and Connection for Laptop to the Projector			
		<u>24 HR SECURITY</u>	Employees will enter at North Doors Game set on east and west concourse by 4:00pm Lights on and doors unlocked for Modia and HOF Lights on in all club spaces Building tour at 9:00pm
		<u>BOX OFFICE</u>	N/A
		<u>LEGENDS</u>	N/A
		<u>LEVY</u>	N/A
		<u>HOUSEKEEPING</u>	Additional Trashcans on East Concourse No additional staffing needed
		<u>GUEST SERVICES</u>	Staff North doors for staff at 5:00pm Food Delivery at 4:30pm