



Mavs Trivia Night: EVENT MEMO



Thursday, October 8th, 2026

Memo Date: 10/06/2026

<u>EVENT INFORMATION</u>		<u>EVENT TIMELINE</u>	<u>IT</u>
Attendance	75-100		N/A
Entrance	Ultra Club North Patio	6:30pm Doors	
Events Time	6:30pm - 8:30pm	7:00pm Event Starts	
<u>LOCATIONS</u>		7:00pm-8:30pm Trivia	<u>HVAC</u>
Ultra Club		8:30pm Event ends	Airflow in space beginning at 6a
VIP Lounge			Normal game temp
			<u>ELECTRICAL</u>
			Scoreboard at game height
<u>EVENT MANAGER</u>			<u>PARKING</u>
Nate W.			Park in Lexus for free
			Mavs staff in basement
<u>OPERATIONS</u>			
VIP LOUNGE			<u>24 HR SECURITY</u>
Game Day Setup			Mags set up in Michelobe Ultra
(2) 8ft tables, (4) chairs and podium in the back of the room against the wall			VIP Lounge unlocked by 5p
(2) 8ft tables and (4) chairs outside of VIP Lounge			
No airwall inbetween VIP Lounge and VIP Lounge Lobby			
<u>AUDIO / VISUAL</u>			<u>LEVY</u>
(1) microphone with stand in VIP Lounge			Full service bar and light snacks in VIP Lounge from 6:30 pm - 8:30 pm
Will use tv and will connect laptop to show presentation with audio in VIP Lounge. HDMI cord requested			<u>GUEST SERVICES</u>
<u>HOUSEKEEPING</u>			Guest will enter through Ultra Club North Patio
There will be food and drinks served in VIP Lounge from 6:30 pm - 8:30 pm			Red Coats for Michelob Ultra