



**Mavs Trivia Night:
EVENT MEMO**



Thursday, October 8th, 2026

Memo Date V2: 10/07/2026

<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> Ultra Club VIP Lounge Bowl		7:00pm-7:45pm Trivia	<u>HVAC</u> Airflow in space beginning at 6a
		7:45-8:30pm Select-a-Seat	Normal game temp
		8:30pm Event Ends	<u>ELECTRICAL</u> Scoreboard at game height
<u>EVENT MANAGER</u> Nate W.			<u>PARKING</u> Park in Lexus for free Mavs staff in basement
<u>OPERATIONS</u>			
VIP LOUNGE Game Day Setup (2) 8ft tables, (4) chairs and podium in the back of the room against the wall (2) 8ft tables and (4) chairs outside of VIP Lounge No airwall inbetween VIP Lounge and VIP Lounge Lobby			<u>24 HR SECURITY</u> Mags set up in Michelobe Ultra VIP Lounge unlocked by 5p
<u>AUDIO / VISUAL</u>			<u>LEVY</u> Full service bar and light snacks in VIP Lounge from 6:30 pm - 8:30 pm
Section numbers on bowl rings Music playing in bowl and VIP Lounge Select-a-seat graphic on centerhung, concourse tvs, and in VIP Lounge (1) mic with mic stand in VIP Lounge HDMI Cord in VIP for Laptop Connection			<u>GUEST SERVICES</u> Guest will enter through Ultra Club North Patio Red Coats for Michelob Ultra
<u>HOUSEKEEPING</u>			
There will be food and drinks served in VIP Lounge from 6:30 pm - 8:30 pm			