



**DASHING THROUGH DALLAS  
EVENT MEMO**



**Thursday November 20, 2025**

Memo Date: 11/18/25

<u>EVENT INFORMATION</u>	<u>EVENT TIMELINE</u>	<u>IT</u>
<b>Attendance</b> 500-750 <b>Entrance</b> North <b>Event Time</b> 5:00pm - 9:00pm <u>LOCATIONS</u> Court North Lobby South Lobby East Lobby <u>EVENT MANAGER</u> Joe	<b>Thursday November 20, 2025</b> <b>8:00am</b> Load In Begins <b>5:00pm</b> Doors Open <b>8:45pm</b> Doors Close <b>9:00pm</b> Event Over <b>9:00pm</b> Load Out Begins	N/A <hr/> <u>HVAC</u> Airflow in space <hr/> <u>ELECTRICAL</u> Convenience outlets will be used around the concourse.
<u>OPERATIONS</u>		<u>PARKING</u>
<b>North Lobby</b> - Two (2) 8' table and four (4) chairs across from main doors <b>Rotunda 3</b> - One (1) 8' table and two (2) chairs <b>SE Atrium</b> - Four (4) 6' tables and eight (8) chairs <b>Rotunda 6</b> - One (1) sign holder <b>West Lobby</b> - Five (5) stanchions. Can use the ones from the doors. <b>Rotunda 2</b> - Three (3) stanchions. Can use the ones from the Bud stand. Full Basketball set up in bowl		Park in Lexus for free <hr/> <u>24 HR SECURITY</u> Have North Doors game set by 3:00pm
<u>AUDIO / VISUAL</u>		<u>LEVY</u>
Scoreboard at game height Images on concourse tvs, centerhung, scorers table, 360 rings per Mavs Hookup at scorers table for bluetooth that Mavs are bringing		Per Mavs advance if any
<u>HOUSEKEEPING</u>		
Staff appropriately		
<u>GUEST SERVICES</u>		
Please staff North doors at 4:30pm with security. No ticket scanning Please staff appropriately along concourse and floor		

