

# EVENT MEMO

## American Airlines Center

Home of the Dallas Stars and Dallas Mavericks



# Rink of Dreams

Tuesday, November 25, 2025

Memo Update: 11/20/25

### RECAP

Attendance	Doors	Event Time	Entrance	Seating	Setup	EM
50 each	9:00 AM	10:00am – 5:30pm	Employee Entrance	Plaza Level – West Sections 105-108 Only	Full Hockey	Joe
<b>Weather</b>	69/46, Sunny, 12% chance of rain, winds 10 mph					

### EVENT TIMELINE

TIME	DESCRIPTION
9:00 AM	Employee Entrance Opens
10:00 AM – 11:00 AM	Game 1
11:00 AM – 11:30 AM	Ice Resurface
11:30 AM – 12:30 PM	Game 2
12:30 PM – 1:00 PM	Ice Resurface
1:00 PM – 2:00 PM	Game 3
2:00 PM – 2:30 PM	Ice Resurface
2:30 PM – 3:30 PM	Game 4
3:30 PM – 4:00 PM	Ice Resurface
4:00 PM – 5:00 PM	Game 5
5:00 PM – 5:30 PM	Ice Resurface
5:30 PM – 6:30 PM	Game 6
6:30 PM	Zam Finish, Event Ends

### OPERATIONS

ZAM TUNNEL	PERFORMER HALLWAY	AUX 1-2	AUX 3-4
(10) chairs in Zam tunnel	Bike Rack – North and South End to Control Access	Open airwall, (20) chairs, (1) 8' table	Open doors, (20) chairs, (1) 8' table

**NOTES:** Patrons will enter through Employee Entrance and sit in 105-108

(1) 8' table w/ (2) chairs across from section 108/109

Please leave a rack of chairs in performer hallway

Yellow chain at 104 and 109

(5) stanchions each to Rotunda 2 and 7

### HVAC/MAINTENANCE

**NOTES:** N/A

### ELECTRICAL

**NOTES:** Center hung to Game Height (36' - 6") by 9:00 AM

**AUDIO VISUAL**

<i>HOUSE PA</i>	<i>ENDZONE BOARDS</i>	<i>360</i>	<i>Center hung</i>	<i>MICROPHONES</i>
N/A	Scoring/Timing	N/A	Scoring/Timing	N/A
<b>NOTES:</b>				

**IT**

<b>NOTES:</b> Scoreboard will be in use
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**PARKING**

<b>NOTES:</b> Teams will park in Lexus Garage
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**LEVY**

<b>NOTES:</b> N/A
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**GUEST SERVICES**

<p><b>NOTES:</b> Redcoats</p> <ul style="list-style-type: none"> <li>• (2) at Employee Entrance at 9:00 AM</li> <li>• (1) Roamer – Event Level at 9:00 AM</li> <li>• (1) Roamer – Plaza Level at 9:00 AM</li> </ul> <p>Visual bag checks for player gear bags, do not need to go through the Xray Spectators to sit in sections 105-108 Participants will use Elevator #1 to access Event Level</p>
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**24 HOUR SECURITY**

<i>AUX LOCKER ROOMS</i>	<i>NHL OFFICIAL LOCKER ROOM</i>	<i>PERFORMER HALLWAY</i>	<i>SPECTATORS</i>	<i>PORTAL</i>
Green Light at 8:00 AM	N/A	Lock all rooms not in use  Only Open Performer Rooms, NHL Officials, and Crew Rooms	Seating in 105-108	N/A
<b>NOTES:</b> All attendees will enter through Employee Entrance. Please have 2 mags at Employee Entrance doors. Participants will use Elevator 1 to access event level				

**HOUSEKEEPING**

<i>AUX LOCKER ROOM 4 &amp; Per Rooms</i>		<i>NHL OFFICIALS</i>	<i>CONCOURSE</i>
(1) Large Trash Can in Each Room. Clean Trash & Bathrooms Pre and Post Event	Clean Trash & Bathrooms Pre and Post Event	N/A	Employee Entrance West Concourse – Plaza Level Spectators – Sections 105-108
<b>NOTES:</b> Staff (1) Male and (1) Female Attendant at 9:00 AM until end of event Electrostatic disinfection of players benches at end of event			

# DALLAS FIRE DEPARTMENT

**NOTES:** N/A – Team will NOT use haze

