



EVENT MEMO



Monday, November 24th, 2025

MEMO DATE: 11/19/2025

EVENT OVERVIEW						
VIP DOORS	N/A	MOD	Ireland	CLUBS		
GENERAL DOORS	7:30 PM	OPS MOD	Zo	VIP LOUNGE	Open	
EST. ATTENDANCE	3,500	EVENT MOD	Joe	PATRON TEQUILERIA	Open	
EVENT TIME	8:30 PM - 10:45PM	STAGE LOCATION	Center	ANGELS ENVY	Closed	
ENTRANCES	NORTH	BOWL SEATING	Reserved	MODELO GOLD LION	Open	
	EAST			WEST	FLOOR SEATING	GA
	NE PLAT	GOLD	SELL LINE	360°	YUENGLING FLIGHT CLUB	Closed
	YUENGLING DINNER: No			1933 RANCH	Closed	
WEATHER	HI: 69 / LO: 56 / Possible Rain 57% Chance of rain 8mph winds			CASA BACARDI	Closed	
				MICHELOB ULTRA	Open	
ARTIST OVERVIEW:	Burna Boy is a Nigerian rapper, songwriter, and record producer. He gained recognition in 2012 after releasing "Like to Party", the lead single from his debut studio album LIFE 2013.					
SHOW NOTES:	Terrace Level is closed					

OPERATIONS

STAGE:	Tour provided	BOWL SET UP	South Retracted / North Up
STAIRS:	N/A	UPSTAGE CURTAIN	N/A
FOH RISERS:	24' x 8' x 2' Lighting (2) 4' x 8' x 4' Cams	TERRACE CURTAIN	Installed
		YUENGLING CURTAIN	Installed
		CH SCRIM	On
BARRICADE	Tour provided	CHAIR SET	Timeline SET TO 34"
BIKE RACK	FOH mix and pass gates	DASHERS	Draped
CATERING DOCK	(8) Tables	DOWN AISLES	All In
MEDIA DINING	Concert setup	118/119 STAIRS	In
ANGELS ENVY	Game Set	PERF. HALLWAY	Rack of Tables & Chairs
VIP LOUNGE	Clear	INT. HALLWAY	Rack of Tables & Chairs
		110 TUNNEL	N/A
CALL TIME	6:00AM	115 TUNNEL	Just Restrooms not F&B
ROTUNDA 6	No	SECTIONS DRAPED	123 102 Do not drape 122 103
NOTES:		FAN SHOPS	Draped

Marketing does not have any ROTUNDA 6 needs
 VIP Check In outside of Patron (1) 8' table with (2) chairs
 FOH needs (4) 6' tables and (10) chairs

MAINTENANCE / ELECTRICAL / HVAC

IT

CHALK	5:00 AM	SPOTLIGHTS	0	CALL TIME	6:00 AM
ELECT. CALL TIME	5:00 AM	CENTERHUNG	Max Trim By 5AM	CONCOURSE	Merch
MAINT. CALL TIME	10:00AM	WASHER / DRYER	0/0	PNC PLAZA	N/A
HVAC CALL TIME	11:00AM	FORKLIFTS	3 IN / 3 OUT	BOH	2 for production
POWER REQUESTS		FIRE EXTINGUISHERS	1 H2O / 1 CO2		
LIGHTING (1) 400A SR		HAZING	Yes		
AUDIO (1) 200A SL		PYRO	Yes		
VIDEO (1) 400A SL		CONFETTI	No		
SFX (1) 200A SR		ROOM TEMPS	71		
RIGGING (1) 400A SR		BOWL TEMP	Comfortable		
FOH (1) 400A DSL / (1) 200A DSL					
CATERING (1) 200A single phase					

NOTES: Will be using Woodall Rodgers
 130+ Rig Points 143k lbs

Catering Trailer will arrive on Sunday 11/23. Needs (1) 200A single phase. Cater can tie in themselves.

<u>AUDIO / VISUAL</u>		<u>BOX OFFICE</u>	
CALL TIME	12:00PM	CASH ADVANCE	No
CLEAR COM	0	VIP	Yes
SPOTLIGHTS	0	CHAIR SET	N/A
CAMERA OPS	0	FORCED WILL CALL	No
VIDEO BOARDS	Ads - Pre/Post Show		
NOTES:			
<u>MERCH</u>	<u>PARKING</u>	<u>LEVY</u>	
LOCATION	EAST	LEXUS	VIP Staff
		VALOR	N/A
		PNC PLAZA	N/A
EARLY MERCH	Yes	NOTES	
		POUR	Floor
		VIP	Yes
		YUENGLING FLIGHT	Closed
		BACKSTAGE	Global Events Catering
		NOTES	
			Alcohol Cut Off 1hr before end of show
			Please pour drinks on the floor
<u>LEGENDS</u>			
CONCOURSE			Full Strike
FAN SHOPS			Will be Draped
<u>GUEST SERVICES</u>		<u>24 HOUR SECURITY</u>	
SECURITY MEETING	Per timeline	SMOKING	Both Patios
POUR	Floor	FAN PHOTOS	N/A
LEVELS OPEN	Yes	VIP	Yes
CAMERA POLICY	No professional cameras.		
SPECIAL FX	Haze and Pyro		
NOTES			
	The show has requested a floor pour.		
	No gifts will be accepted and flags are not permitted.		
<u>HOUSEKEEPING</u>			
EVENT LEVEL	Ready by 6AM		
CONFETTI	No		
CONCOURSE	Ready by 1PM		
NOTES			
	Please have (2) large trashcans on the south end of the floor		
<u>ROCKFORCE</u>	<u>DALLAS FIRE DEPT.</u>	<u>MARKETING</u>	
CHALK	Per Timeline	HAZING	Per Timeline
FORKLIFTS	3	PYRO	Yes
SPOT OPS	0	NOTES	
FURNITURE	Per Advance		
			Will not be using Rotunda 6 for photo op

VIP

LEVELS

VIP 1	65	Burna Boy VIP Package - Early Entry / Early Merch / Tour Gift
VIP 2		
VIP 3		
VIP 4		

LOCATIONS

CHECK IN Chime
LOUNGE N/A

TIMELINE

7:00 PM	<i>VIP 1 Check In</i>	<i>Chime</i>
7:00 PM to 7:30 PM	<i>VIP 1 Early Merch Shopping</i>	<i>East Concourse</i>
7:30 PM	<i>General Doors</i>	<i>Plaza Level</i>

NOTES

Staff needs to be ready by 6:45pm
2 Security for Chime
1 Ticket Taker for Chime
5 Security East Concourse

