



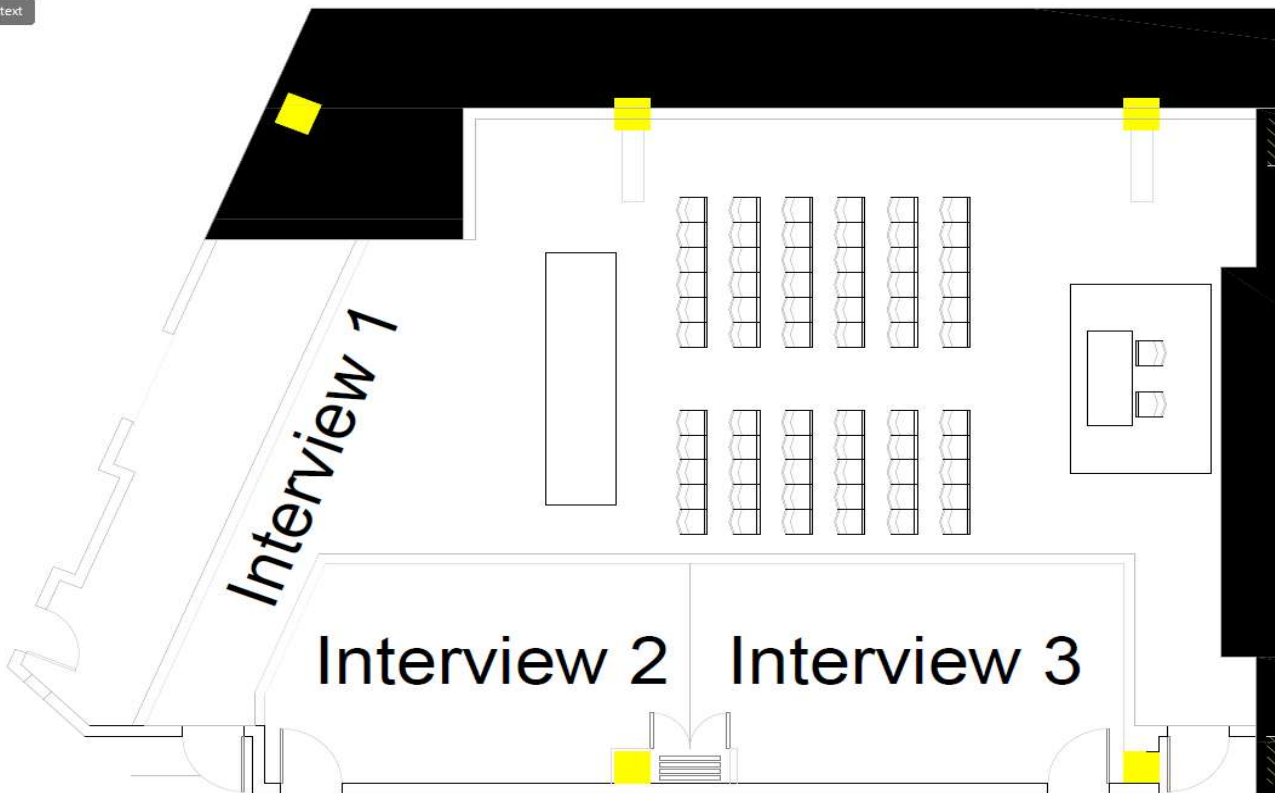
Cooper Flagg ROTY Press Conference EVENT MEMO

Wednesday April 29, 2026

Memo Date: 4/28/2026

EVENT INFORMATION	EVENT TIMELINE	IT
Attendance Estimate 150 - 200 Event Time 3:30pm -4:15pm LOCATIONS Interview Room 1 Angel's Envy EVENT MANAGER Wellington	April 29th 12:00pm Flower and Balloon Vendor Arrival 2:30pm Media / Staff Arrival - Employee Entrance 3:30pm Press Conference 4:15pm Estimated end of event	No needs for this event HVAC Please make sure Interview Room 1 is pre cooled to 70. ELECTRICAL No needs for this event PARKING Media and staff will park in Lexus Garage. 24 HR SECURITY Please have staff to allow media and staff through Employee Entrance by 2:00pm. Please allow Dr. Delphinium and Dallas Balloon Bar access to the dock at 12:00pm Please unlock the concourse doors to Patron by 2:00pm LEVY No needs for this event. GUEST SERVICES No needs for this event.
OPERATIONS		
Please remove the Stars chairs and replace with 66 folding chairs. Six rows of six chairs on the stage right side of the stage and six rows of five chairs on the stage left side. See diagram below. Please move the white board to the side and replace with the AAC podium. Please set 1-8' table on the wall between Interview 2 & 3.		
AUDIO / VISUAL		
Please have the feed of the Press Conference with audio on in Angel's Envy for Mavs staff Interview 1 set per the arrangement with the Mavericks.		
HOUSEKEEPING		
Please have a crew clean Interview Room 1 by 2:00pm.		

text



|