



**PAINT THE ICE
EVENT MEMO**



MONDAY, MAY 4, 2026

Memo Date: 5/1/26

EVENT INFORMATION		EVENT TIMELINE		IT
Attendance	300	May 4th		N/A
Entrance	North	5:00pm	Stars Staff Arrive	
Event Time	6:00pm - 9:00pm	5:15pm	Security in place	HVAC
LOCATIONS		5:30pm	Doors Open	Airflow in space
North Doors		6pm - 7pm	Victory Club Members	
Zam Tunnel		7pm - 8pm	Partners/Foundation	ELECTRICAL
Ice		8pm - 9pm	Victory Club Members	N/A
Bunker Tunnel		9:15pm	Building Clear	
EVENT MANAGER				PARKING
Joe				Park in Lexus for free; please have levels 1 and 2 open
OPERATIONS				24 HR SECURITY
Rack of outdoor stanchions in 115 tunnel; Stars staff to place (1) 8' table and (2) chairs 112/113 on concourse (2) 8' tables in Zam Tunnel				North doors in game mode by 3p
AUDIO / VISUAL				LEVY
Rings and boards per Stars advance Classic rock music playing in bowl				N/A
GUEST SERVICES				HOUSEKEEPING
Staff north doors for 5:30pm opening 4-5 staff on concourse between N Fan shop and TXU Photo booth Small bags/backpacks allowed in; no food or drinks on ice Guests will enter Zam tunnel via 111 stairs or Elevator 1 Guests will exit at Bunker Tunnel stairs and exit out North Doors				Please stock restrooms in Quads A & B

