



Mavs Press Conference EVENT MEMO



Tuesday May 5, 2026

EVENT INFORMATION		EVENT TIMELINE		IT
Attendance Estimate	150 - 200	May 5th 6:00am	Practice Court set up begins	No needs for this event
Event Time	2:00pm - 3:00pm	1:00pm	Media / Staff Arrival - Employee Entrance	HVAC
LOCATIONS	Mavs Practice Court	2:00pm	Press Conference	No needs for this event
EVENT MANAGER	Joe	3:00pm	Estimated end of event	ELECTRICAL
OPERATIONS		24 HR SECURITY		PARKING
Practice Court set per the attached diagram.		Please have staff to allow media and staff through Employee Entrance by 1:00pm.		Media and staff will park in Lexus Garage.
AUDIO / VISUAL		Please greenlight the Practice Court by 11:00am.		LEVY
Practice Court set per the arrangement with the Mavericks.		The Mavericks have sent a list for the Loading dock.		GUEST SERVICES
HOUSEKEEPING		No needs for this event.		
Please have a crew clean the pathway to the Practice Court prior to 1:00pm.				

