



**Mavs Select-a-Seat Event:
EVENT MEMO**



Thursday, May 14, 2026

Memo Date: 5/9/2026

<u>EVENT INFORMATION</u>		<u>EVENT TIMELINE</u>		<u>IT</u>
Attendance	300	5/10	3:00am Conversion into full BB	Scorers table turned on and power to outlets
Entrance	Ultra Club North Patio	5/14	12:00pm Doors open	
Event Time	12:00pm - 8:00pm		8:00pm Event ends	<u>HVAC</u>
<u>LOCATIONS</u>			8:00pm Conversion into concert	Airflow in space beginning at 6a Normal game temp
Court				<u>ELECTRICAL</u>
Bowl Seating				Scoreboard at game height
Ultra Club				Scorers table will need to be powered on
<u>EVENT MANAGER</u>				<u>PARKING</u>
Kim				Park in Lexus for free Mavs staff in basement
				<u>24 HR SECURITY</u>
<u>OPERATIONS</u>				Ultra Club Patio set by 11a
BOWL/EVENT LEVEL				Walk-in 50% lighting in bowl
Full basketball setup on floor with baskets (Core Court)				Media dining unlocked for breakroom for Mavs staff
(25) high boy tables on the north end of the court				<u>LEVY</u>
ULTRA CLUB				Levy bartender to serve popcorn and drinks in Michelob Ultra
(1) 6' table and (2) chairs and (6) sign holders in Ultra Club				<u>GUEST SERVICES</u>
<u>AUDIO / VISUAL</u>				Guest will enter through Ultra Club North Patio
Section numbers on bowl rings				Please staff bowl at 110/115/103 vomms on floor
Music playing in bowl and Ultra Club				Please staff each lobby with a GS rep to prevent guests from propping doors
Logo Graphics on main board, bowl screens, scorers table, Ultra Club tvs, and concourse tvs				
<u>HOUSEKEEPING</u>				
There will be food and drinks served in Ultra Club throughout the event				