



**Graduation Celebration Young Women's Leadership Academy:
EVENT MEMO**



Wednesday, May 20, 2026

Memo Date: 5/18/2026

<u>EVENT INFORMATION</u>		<u>EVENT TIMELINE</u>		<u>IT</u>
Attendance 120	5/19	11:00 AM	SHAG Load-in to South Concourse	N/A
Entrance South Entrance				
Event Time 11:30am - 1:00pm	5/20	10:00 AM	Load-in for food trucks & vendors	<u>HVAC</u> Airflow in space beginning at 6a
<u>LOCATIONS</u> South Concourse Outside South Entrance		11:30 AM	Doors	<u>ELECTRICAL</u> N/A
		11:30 AM	Event Starts	<u>PARKING</u> Mavs staff will park in Lexus
<u>EVENT MANAGER</u> Kim		1:00 PM	Event Ends	<u>24 HR SECURITY</u> South Entrance exit set with (1) mag by 10a for entrance Ballards will need to be removed around 10a for food truck/vendors load-in Set mags that aren't in use at south entrance in SW portal by modelo by 11a on 5/19
				<u>AUDIO / VISUAL</u> N/A
<u>OPERATIONS</u> South Concourse Drop off (6) 8 ft tables (1) 6ft table and (6) chairs in south concourse by 12:00 PM on 5/19 (5) stanchions at rotunda 7 and (5) stanchions at rotunda 5 by chime				<u>LEVY</u> N/A
				<u>HOUSEKEEPING</u> There will be food and drinks served in south entrance throughout the event
				<u>GUEST SERVICES</u> Guest will enter through South Entrance