



**2026 Mavs Partner Party
EVENT MEMO**



Tuesday May 19, 2026

EVENT INFORMATION		EVENT TIMELINE		IT
Attendance Estimate	100 - 130	May 19th 6:00am	Practice Court set up begins	No needs for this event
Event Time	4:00pm - 6:30pm	3:35pm	Chime Doors open	HVAC
LOCATIONS	Angel's Envy/Arena Bowl/ Mavs LR	4:00pm	Happy Hour in Angel's Envy	Please make sure Angel's Envy is around 70
EVENT MANAGER	Wellington	5:00pm	Mavs Leadership Roundtable - Arena Bowl	ELECTRICAL
		5:45pm	Mavs Locker Room Tour	No needs for this event
		6:30pm	Estimated end of event	PARKING
OPERATIONS				Guests and staff will park in Lexus
Please be prepared for some last minute requests for tables and chairs.				24 HR SECURITY
AUDIO / VISUAL				Please make sure the metal detector at Chime is ready by 3:30pm
Ribbons, monitors, and centerhung graphics provided by the Mavs on 5/15 to be displayed.				Please make sure the doors of Patron are unlocked and open by 3:00pm
Two handheldsmics needed for Q & A in arena bowl.				The Mavericks will likely send a list for the Loading dock.
HOUSEKEEPING				LEVY
Please have a crew for the event.				Per the arrangement with the Mavs.
				GUEST SERVICES
				Four red coats will be needed for the event. Call time is 3:30pm.