



Mavericks Media Availability  
EVENT MEMO



Wednesday, May 20, 2026

Memo Date: 5/19/2026

EVENT INFORMATION		EVENT TIMELINE		IT			
Attendance	50 -75	5/20	10:00am	Doors open	No needs specified. Please stop by Int.1 around 9:00am to confirm.		
Entrance	Employee Entrance		10:30am	Media Availability			
Event Time	10:30am - 11:15am		11:15am	Estimated end			
LOCATIONS					HVAC		
Interview Room 1					Airflow in space beginning at 8:00am.		
EVENT MANAGER					ELECTRICAL		
Wellington					No needs specified.		
					PARKING		
					Media will park in the Lexus Garage.		
					24 HR SECURITY		
					Please make sure that the Employee Entrance is ready to receive media by 9:30am.		
OPERATIONS					LEVY		
Please set Interview 1 in the typical NBA/NHL postgame configuration.					No needs for this event.		
Please have 20 additional chairs on a cart outside the Interview rooms in case we need some additional chairs in Interview 1.					GUEST SERVICES		
AUDIO / VISUAL					Three red coats and one supervisor will be needed for this event.		
Set per the requests of the Mavericks.							
HOUSEKEEPING							
Please have a crew check Interview 1 by 9:00am to ensure that it is ready to go.							

