



Mavericks GM Media Availability  
EVENT MEMO



Friday May 29, 2026

Memo Date: 5/27/2026

<b>EVENT INFORMATION</b>		<b>EVENT TIMELINE</b>		<b>IT</b>	
<b>Attendance</b>	50-60	5/29	<b>9:00am</b>	Doors open	No needs specified.
<b>Entrance</b>	Employee Entrance		<b>10:00am</b>	Media Availability	
<b>Event Time</b>	10:00am - 2:00pm		<b>2:00pm</b>	Estimated end	
<b>LOCATIONS</b>				<b>HVAC</b>	
West side dressing rooms Interview Room 1				Airflow in event level dressing rooms.	
<b>EVENT MANAGER</b>				<b>ELECTRICAL</b>	
Wellington				No needs specified.	
				<b>PARKING</b>	
				Media will park in the Lexus Garage.	
				<b>24 HR SECURITY</b>	
				Please make sure that the Employee Entrance is ready to receive media by 9:00am.	
				<b>LEVY</b>	
				The Mavs would like to have the 8' tables in Interview 1 covered with black covers.	
				<b>GUEST SERVICES</b>	
				No needs for this event.	
<b>OPERATIONS</b>					
Please set Interview conference style with 4-8' tables and 16 chairs around the perimeter. See diagram below.					
Please place two chairs in each of the following rooms. Aux. 1 - 4, Performer 1A, Performer 1B. Also place a rack of chairs in the hallway.					
<b>AUDIO / VISUAL</b>					
No needs specified for this event.					
<b>HOUSEKEEPING</b>					
Please make sure that Interview Room 1 and the west side dressing rooms are cleaned by 8:00am.					

