



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



Thursday, June 25, 2026

Memo Date: 6/23/2026

<u>EVENT INFORMATION</u>		<u>EVENT TIMELINE</u>		<u>IT</u>
Attendance for SaS Meetings	15	6/24	6:00pm	Scorers table turned on and power to outlets
Attendance for Open House	200	6/25	12:00pm	
Entrance for SaS Meetings	Employee Entrance		4:00pm	<u>HVAC</u>
Entrance for Open House	Ultra Club North		4:00pm	Airflow in space beginning at 6a Normal game temp
Events Time	12:00pm - 8:00pm		8:00pm	<u>ELECTRICAL</u>
<u>LOCATIONS</u>			8:00pm	Scoreboard at game height Scorers table will need to be powered on
Court				<u>PARKING</u>
Bowl Seating				Park in Lexus for free Mavs staff in basement
Ultra Club				<u>24 HR SECURITY</u>
<u>EVENT MANAGER</u>				Ultra Club Patio set by 3p Walk-in 50% lighting in bowl Media dining unlocked for breakroom for Mavs staff
Kim				<u>LEVY</u>
<u>OPERATIONS</u>				
BOWL/EVENT LEVEL				
Full basketball setup on floor with baskets (City Edititon Court) (15) high boy tables on the north end of the court				
ULTRA CLUB				
(1) 6' table and (2) chairs and (6) sign holders in Ultra Club				
<u>AUDIO / VISUAL</u>				
Section numbers on bowl rings Music playing in bowl and Ultra Club Logo Graphics on main board, bowl screens, scorers table, and concourse tvs				
<u>HOUSEKEEPING</u>				
There will be food and drinks served in Ultra Club from 4:00 pm - 8:00 pm				
<u>GUEST SERVICES</u>				
Guest will enter through Ultra Club North Patio for open house Please staff bowl at 110/115/103 vomms on floor Please staff each lobby with a GS rep to prevent guests from propping doors Staff for open house only				