



**Mavs Inside Sales Interviews
EVENT MEMO**



Wednesday June 24th, 2026

Memo Date: 6/23/2026

EVENT INFORMATION		EVENT TIMELINE		IT
Attendance 40-50	6/24	8:00am Mavs staff arrives	6/24	No needs for this event.
Entrance Employe Entrance		9:00am Candidates arrive		HVAC
Event Time 9:00am - 4:00pm		12:00pm Lunch break		Airflow in affected rooms.
LOCATIONS		1:30pm Interviews resume		ELECTRICAL
Admiral Meeting Rooms Suites 1344 - 1356		4:00pm Estimated end of event		No needs for this event.
EVENT MANAGER Wellington				PARKING Candidates and Mavs staff will park in the Lexus Garage.
OPERATIONS			24 HR SECURITY Please make sure that the Employee Entrance is ready to receive Mavs staff and guests by 8:00am. Please make sure that suites 1344-1356 are unlocked and lights are on.	
Please set Hall of Fame theater style for 40 facing the projector screen.			LEVY No needs for this event.	
Please drop a whiteboard in HOF.			GUEST SERVICES No needs for this event.	
Please set Encore 1 with 1-8' table and 9 chairs.				
Please set Encore 2 with 2-8' tables and seven chairs.				
Please make sure the airwalls between all three rooms are in place.				
Please set 1-8' table and 2 chairs by the 109 concession stand for check in.				
AUDIO / VISUAL				
No needs specified for this event.				
HOUSEKEEPING				
Please make sure that the Admiral Rooms are cleaned by 8:00am.				