



Rookie Introduction Press Conference EVENT MEMO

Thursday June 25, 2026

Memo Date: 6/24/2026

EVENT INFORMATION	EVENT TIMELINE	IT
Attendance Estimate 60 - 100	June 25th 10:00am Balloon Vendor Arrival	No needs for this event.
Event Time 12:00pm - 2:00pm	11:00am Media Arrival - Employee	HVAC
LOCATIONS Interview Room 1 VIP Lounge	12:00pm Press Conference	Please make sure Interview Room 1 is pre cooled to 70.
	2:00pm Estimated end of event	ELECTRICAL
EVENT MANAGER Wellington		No needs for this event
		PARKING
		Media will park in Lexus Garage.
OPERATIONS		24 HR SECURITY
Please set with 66 folding chairs. Six rows of six chairs on the stage right side of the stage and six rows of five chairs on the stage left side. See diagram below.		Please have staff to allow media and staff through Employee Entrance by 11:00am.
Please place the AAC podium at the downstage right edge of the stage.		Please allow the balloon vendor, Ashley Case, access to the dock at 10:00am.
Please make sure the VIP Lounge is clear like we normally have it for a concert.		LEVY
AUDIO / VISUAL		No needs for this event.
Interview Room 1 set per the arrangements with the Mavericks.		GUEST SERVICES
HOUSEKEEPING		Please provide three redcoats to assist. 10:30am call time.
Please have a crew clean Interview Room 1 by 10:00am.		

text

