



**Levy Presentation and Meeting
EVENT MEMO**

Tuesday, July 7, 2026

Memo Date: 7/1/26

<u>EVENT INFORMATION</u>	<u>EVENT TIMELINE</u>	<u>GUEST SERVICES</u>
Attendance 15 Entrance: Employee Entrance Event Date 7/7/2026	7-Jul 8:30am Guests will arrive 9:00am Meeting will begin 1:00pm Meeting will end	N/A
LOCATIONS Hall Of Fame		HVAC Normal airflow in building
Contact Nate Williams		PARKING Guest will park in Lexus free of charge
OPERATIONS (4) 8' Tables in a U-Shape (15) Chairs		ELECTRICAL N/A
AUDIO / VISUAL Projector and Screen HDMI Connection		BOX OFFICE N/A
IT		LEGENDS N/A
24 HR SECURITY		LEVY Levy will handle their own catering
Guests will enter through employee entrance and go up to Hall of Fame. All guests will be escorted to HOF by a local Levy staff member		HOUSEKEEPING Refresh trashcans after the event
Notes		
Guests entering through Employee Entrance: Patrick Lynch Logan Ritchie Andrea Dwyer		