



Tourism and Hospitality Internship Program - Reception

EVENT MEMO

Thursday: July 23rd, 2026

Memo Date: 07/14/2026

EVENT INFORMATION		EVENT TIMELINE	GUEST SERVICES
Attendance	50	July 23rd	Staff (2) red coats at the NE Plat Door
Entrance	NE Plat Entry	10:00am	Staff (3) red coat Hall of Fame
Event Time:	11:30AM - 2:30PM	10:30am	
LOCATIONS		11:00am	HVAC
NE Plat & Hall of Fame		11:30pm	Normal airflow in building
Contact		12:00pm	PARKING
Joe Clark		1:30pm	Guest will park in Lexus free of charge
OPERATIONS		1:30pm	ELECTRICAL
(6) 6' round tables		2:30pm	N/A
(48) Chairs			BOX OFFICE
AUDIO / VISUAL			N/A
Using projector and screen			LEGENDS
Using (1) Mic			N/A
IT			LEVY
N/A			N/A
24 HR SECURITY			HOUSEKEEPING
Set (1) mag at the NE Plat Door			Hall of Fame and Restrooms stocked
Notes			
Guest will arrive use elevator 4			
THIP staff will bring in a laptop to plug into the house system (projector and screen)			
Students will eat lunch and make presentations			

