

# Event Order



<b>Event Order #</b>	532-65-65-7789	<b>Account:</b>	Ungerboeck
<b>Event Name:</b>	Test Grizzlies Game	<b>Address:</b>	100 Ungerboeck Park O'Fallon, MO 63368
<b>Event Date(s):</b>	11/9/2021	<b>Contact:</b>	David Daly
<b>Event Manager:</b>		<b>Phone:</b>	
<b>Catering Manager:</b>		<b>Email:</b>	david@test.com

## Event Contacts

<b>Requester</b>	David Daly	david@test.com
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## Function Schedule

Date	Time	Function	Room	Room Setup	EXP
Tue, 11/9/2021	1:30P	Visiting Team Arrival	Arena Floor		
	2:30P	Visiting Team Practice			
	6:00P	Home Team Practice			
	6:30P	Doors	Arena (entire)		
	7:00P-8:00P	Game Start			
	8:00P-10:30P	Sponsor Event	Arena Club		
		Game	Arena (entire)		

## Department Requirements

### Operations

**Sponsor Event | Arena Club** 11/9/2021 | 7:00P-8:00P

#### Furniture

Qty	Item/Instruction	Time
4	6' round table <i>Dressed in layered black and white linens. Alternate across tables.</i>	
50	Banquet chair <i>Use black banquet chair with cream cushions.</i>	

**Game | Arena (entire)** 11/9/2021 | 8:00P-10:30P

#### Furniture

Qty	Item/Instruction	Time
10	6' round table	
50	Folding chair	
5	Pipe & drape	

#### Parking

Qty	Item/Instruction	Time
25 x 2.50 / Hour	Parking lot attendant	
1 x 0.10 / Day	Set up av	

### Food & Beverage

**Sponsor Event | Arena Club** 11/9/2021 | 7:00P-8:00P

#### Beverages (alcohol)

Qty	Item/Instruction	Time
175	Wine Bar <i>Ensure bar is stocked with Stag's Leap 2018 Cab for the president's wife.</i>	6:30A -
175	Beer Bar - Imports <i>Please be sure Bell's Two Hearted IPA is available for the president of sponsoring organization.</i>	6:30P -

#### Refreshments

Qty	Item/Instruction	Time
175	Snack Bar <i>Use 'top shelf' products.</i>	6:30P -

### Guest Experience

**Guest Experience**

Game | Arena (entire)

11/9/2021 | 8:00P-10:30P

**Guest Experience Notes**

<u>Qty</u>	<u>Item/Instruction</u>	<u>Time</u>
	<b>COVID- 19 Measures</b> Masks optional. No screening measures at doors.	
	<b>Entries Open</b> All Concourse Entries available	
	<b>Game Ops</b> No deviation from SOPs	
	<b>Levels Open</b> All levels open. High ticket sales.	
	<b>Marketing Promotions</b> 4 segments planned: -Local Grocery Sponsor, ball drop game -Local auto collision sponsor, scratch n' dent tickets -Mascot dance off -\$10k half field goal shot	
	<b>Parking</b> Visiting team traveling from airport to arena in 3 coaches. Parking in Bay 1.	
	<b>Screening Measures</b> Patrons will enter through mags, wanded when necessary. Clear bags less than 8"x8" only	
	<b>Team Ops</b> No deviation from SOPs	
	<b>Ticketing</b> Please note, this game features 6 possible VIP entry packages. Be sure that all attendees enter through appropriate gates for access to correct gifts, catering, etc.	

**Front of House**

Game | Arena (entire)

11/9/2021 | 8:00P-10:30P

**FOH Policies**

<u>Qty</u>	<u>Item/Instruction</u>	<u>Time</u>
	Standard bag check procedure in place	