

### Stadium Team Member Appreciation Night

Thursday, February 15, 2024

Draft as of February 1, 2024

#### EVENT INFORMATION

Event Time ... : **6:00pm**

Attendance ... : 1,500

#### CONTACT INFORMATION

Stadium Contact. : Hannah Conlisk (817) 892-4160 office

F&B Contact ..... : N/A

#### DOCUMENT SNAPSHOT

Published..... : Thursday, February 1, 2024

Updated..... :

Notes ..... : First Draft

Client..... : Dallas Cowboys

Event Configuration ..... : Cowboys Turf; Roof Closed; Endzone Doors Closed; Plazas Not A Part of Event Perimeter.  
..... : Access Only: Bank of America Field Club, Ryan Club, Field, & Event Level. Self-Guided Tours  
on Event Level.

#### EVENT DESCRIPTION

The Dallas Cowboys will host a Stadium Team Member Appreciation Night for Event Operations vendors (Andy Frain Services, BEST Crowd Management, Legends, and Parking Company of America). This event features food & beverage in the Bank of America Field Club in addition to games and activities on the Field as well as Self-Guided Tours of AT&T Stadium. Guests will enter through Entry K for access inside the Stadium.

#### EVENT ACTIVITY OVERVIEW

OVERVIEW	EVENT INFORMATION
Event Hours	Thursday, February 15, 2024, from 6:00pm – 9:00pm
Start of Load-In	Thursday, February 15, 2024, at 1:30pm
End of Load-Out	Thursday, February 15, 2024, at 9:30pm
Guest / Attendee Arrival Time	Thursday, February 15, 2024, at 5:30pm
Guest / Attendee Departure Time	Thursday, February 15, 2024, at 9:30pm
Event Space Resumes Standard Operation	Thursday, February 15, 2024, at 10:00pm

#### ROOM ASSIGNMENTS *Listed alphabetically by Location*

LOCATION	ACTIVITY	DATE
AT&T Stadium Parking Lot 10	Guest Parking	February 15
Bank of America Field Club	Part of Event Perimeter / Food & Beverage / Restrooms	February 15
Dallas Cowboys Cheerleaders' Locker Room	In Use for Tours	February 15
Dallas Cowboys Locker Room	In Use for Tours	February 15
Dallas Cowboys Post-Game Interview Room	In Use for Tours	February 15
Entry K	Entry Open for Guests	February 15
Field	Part of Event Perimeter / Games	February 15
Miller Lite Club	Not In Use / Construction	February 15
North Main Club (Ryan Club)	Part of Event Perimeter / Food & Beverage	February 15

**EVENT SCHEDULE**

☆☆ EVENT DAY ☆☆ THURSDAY, FEBRUARY 15, 2024		
TIME	LOCATION	ACTIVITY
11:30am – 1:30 pm	Stadium Club	Tour + Dine: Alvarado High School WIT
1:30pm	Loading Dock / Field	Game On Load-In
2:00pm – 4:00pm	Stadium Club	Legends Internal Event
5:30pm	AT&T Stadium Parking Lot 10	Parking Lots Open
TBD	Loading Dock	Papa John's Delivery
6:00pm	AT&T Stadium / Entry K	Stadium Opens for Event
8:30pm	Field	Last Call for Games on Field
9:00pm	AT&T Stadium	Event Ends
9:30pm	AT&T Stadium	Stadium Closes
9:30pm – 10:30pm	Field / Loading Dock	Game On Loads Out

**GENERAL NOTES – ALL DEPARTMENTS**

- TEAM MEMBER APPRECIATION NIGHT** is an event featuring activities/games on the Field as well as Self-Guided Tours.
  - Game On will have games on the Field
  - Food & beverage will be provided for guests inside of Bank of America Field Club.
- SELF-GUIDED TOURS** will be available for guests. They will enter the Stadium through Entry K and use the C132/C133 field stairs to enter and exit the field. The self-guided tour will include access to the field, DCC Locker Room, Dallas Cowboys Locker Room, and Dallas Cowboys Postgame Interview Room.

**BROADCAST SERVICES**

- Video Board: In Use
  - Graphic
- Height of Video Board: 90ft.
- Plaza Video Boards
  - AT&T East Plaza Video Boards: Off / Not In Use
  - Miller LiteHouse Video Boards: Off / In Use
- Ribbon Boards
  - Star Ribbon Board: Off / Not In Use
  - Silver Ribbon Board: Off / Not In Use
- Concourse Vertical Displays: Off / Not In Use
- Concourse Televisions: Off / Not In Use
- Stadium PA: Off / Not In Use

LOCATION	ACTIVITY / REQUEST	SETUP DATE	NOTES
Bank of America Field Club / Field	Field Sound System; Sirius XM Channel 11	February 15	Music
Field	(2) Microphones, (2) Speakers	February 15	South 50 yrd Line, Bingo
Field	(1) Microphone	February 15	Make announcements to attendees

**CONVERSION**

ROOM / LOCATION	FF&E REQUEST	SETUP DATE	NOTES
Entry K Lobby	(4) 8' Tables & (8) Concert Chairs	February 15	Check-In Tables
Entry K	(TBD) Mags, Need Entry K Mag Truss	February 15	Security Screening for Event

**ENGINEERING / BUILDING SYSTEMS / MAINTENANCE**

- Video Board Height: 90ft.
- Building Configuration: Retractable Roof Closed. Endzone Doors Closed.
- Concourse Lighting: 5:00pm
- Sports Lighting: On at 5:00pm
- Please have plaza lighting and parking lot lighting on and active until 10:00pm.

**FIELD CREW / STADIUM OPERATIONS**

- Field Conversions: No
- Permits Required for this Event: No
- Gate Tents: Not In Use
- Field Stair Locations:
  - C132/C133

**FOOD & BEVERAGE**

- **Event Catering Manager:** N/A
- All concession stands closed.
- Food and Beverage Requests:

ROOM / LOCATION	FF&E REQUEST	SETUP DATE	NOTES
Bank of America Field Club	Adequate Number of Hot Boxes	February 15	Papa John's Pizza
Bank of America Field Club	Adequate Number of Jockey Carts	February 15	Beverages at Bars
Field	(100) 72" Rounds and Chairs	February 15	Seating for Food & Beverage
Field	(15) 60" Banquet Rounds and Chairs	February 15	Bingo Seating
Field	(2) 8' Tables	February 15	Bingo Set Up

**GUEST SERVICES**

- No requests at this time.

**HOUSEKEEPING**

ROOM / LOCATION	FF&E REQUEST	SETUP DATE	NOTES
Bank of America Field Club	Adequate Number of Trash Cans	February 15	Food & Beverage inside Club
Field	Adequate Number of Trash Cans	February 15	

**INFORMATION TECHNOLOGY/ STADIUM VISION**

- No requests at this time.

**MERCHANDISE / PRO SHOP**

- Pro Shop will open from 10:00am – 5:00pm to the public.

**PARKING / TRAFFIC**

- Guest Parking: AT&T Stadium Parking Lot 10
- Employee Parking: AT&T Stadium Parking Lot 5

**PUBLIC SAFETY**

- Police: N/A
- Medical (as required by AFD):
  - Thursday, February 15, 2024: Staff Main First Aid from 5:30pm – 9:30pm

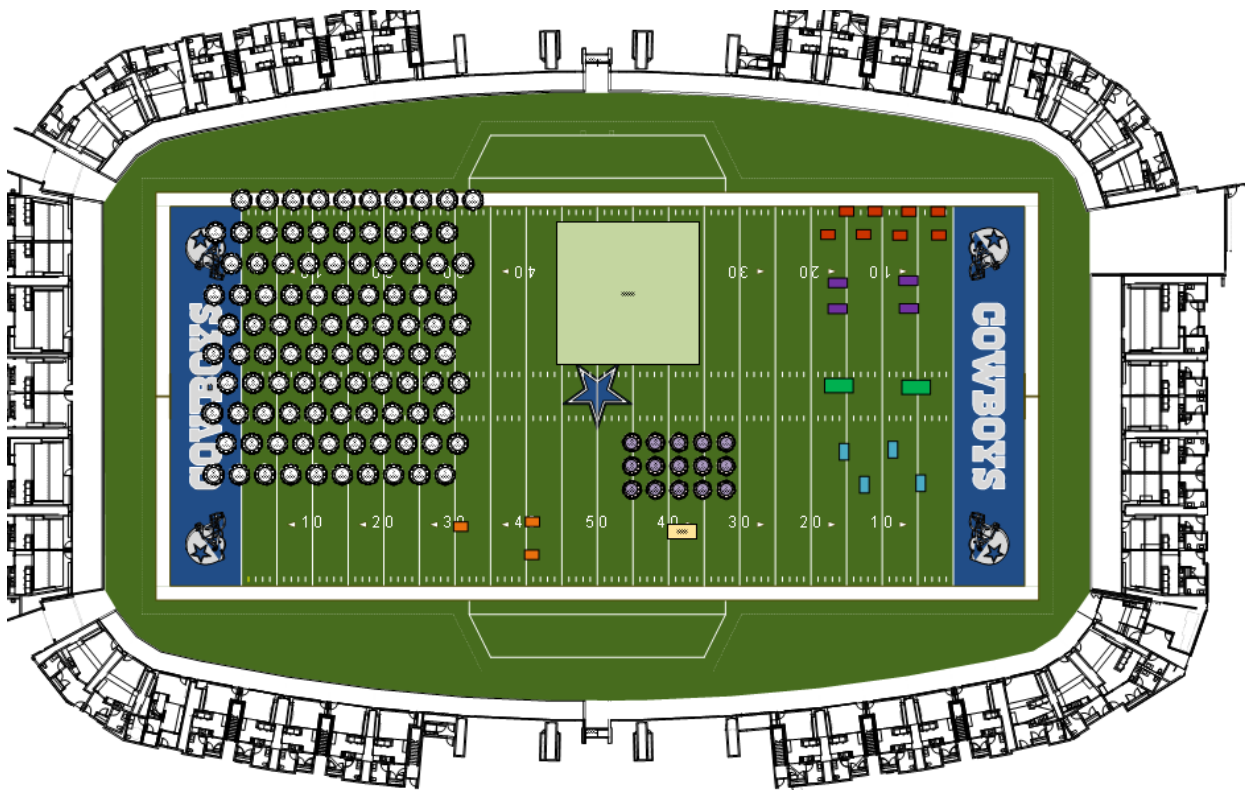
**SECURITY**

- Screening at Entry K Doors: Walkthrough Metal Detectors & Bag Check
- Bag Policy: Bag Policy
- Please electronically unlock the following doors at the following times:

EVENT DAY - ELECTRONIC DOORS MATRIX		
Location	Door(s)	Time Requested
DCC Locker Room	F302-1 & F302-2	5:30pm
Dallas Cowboys Locker Room	F204-1	5:30pm
Dallas Cowboys Postgame Interview Room	F202-1 & F202-2	5:30pm
Entry K	Please Unlock	5:30pm

**TOURS / TOUR OPERATIONS**

Day	DATE	SELF-GUIDED TOUR HOURS	GUIDED TOUR HOURS	FIELD ACCESS & OTHER NOTES
Thursday	February 15	6:00pm – 8:45pm	10:00pm – 6:00pm	Staff Appreciation Self-Guided Tours

**ATTACHMENT #1: FIELD LAYOUT**

ATTACHMENT #2: EVENT LEVEL TOURS LAYOUT

