

PRE-DAY

Saturday, April 27

Function space beginning April 27 at 8 a.m.

Location	Function
Palmer A	Staff/crew meals (Apr. 27-29) M. Cavanaugh green room (Apr 30-May 9)
Palmer B	DCi storage
Palmer C	Fogarty/Phocial office
Marshall	Hat storage
Wadkins A	U.S. Bank office (CEM + Security)
Wadkins B	Augeo staff office #1
Trevino	Augeo staff office #2
Sutton	DCi office
Nelson	Gift storage
Hogan	PRA
Kite	Ad hoc meeting room (Apr. 27, 28) Other group is utilizing (Apr. 29 & 30) Ad hoc meeting room Business area reception (May 1, 4, 7)
Crenshaw	Ad hoc meeting space (Apr. 27 & 28) Other group is utilizing (Apr. 29 & 30) EMT (May 1-10)
Penick	Elan office, daily snacks & beverages Elan night 1 & 3 green room (f&b)

Load-In

Location	Function
Hotel docks	
8a	Augeo / Rockwell truck
8a-10p	FSI – (4) trucks 4/27 & 4/28, will load out dead cases
8a	Wild Bill – hats delivered to Marshall for wave 1

Augeo Staff Arrivals

Office Set-ups:

- Printer and power install (Fogarty)

PRE-DAY

Sunday, April 28

Function space beginning April 28 at 8 a.m.:

Location	Function
Worcester	Ad hoc meeting room Green room for arrival day performers (May 1,4,7 from 9a-6p)
Ryder Cup Blrm / Lawn	Ballroom: Night 3
Pref. East	Staff/Crew Meals (Apr. Hotel/DMC Pre-con (Apr 29 at 10 a.m) Orchestra green room: Night 3 Hotel Plating: Night 3
Pref. South	Business area reception (Apr 1,4,7) Night three reception (Apr 3, 6, 9)
Pref. West	
Ranch House #5	Gift suite: 8 a.m. access
Ranch House #6	U.S. Bank Core CEM team accommodations: 8 a.m. access

Load-In

Location	Function
Hotel docks	
8a-10p	FSI – (4) trucks 4/27 & 4/28, will load out dead cases
10a-1p	Delivery window: massage chair – deliver to Wadkins A
6p	DCi – 26' box truck – deliver to Sutton/Palmer B

2 p.m. | BEO Review | Whitworth, 6th Level

- (8) Augeo + (4) DCi

2 p.m. | Spa Pre-Con | Mokara Spa

3 p.m. | Golf Pre-Con | Fields Ranch Clubhouse

PRE-DAY

Monday, April 29

Load-In

Location	Function
Hotel docks	
8a	DCi – 26' box truck – deliver to Palmer B

10 a.m. | Omni Hotel Pre-Con | Ryder Cup East Prefunction

11:30 a.m. | PRA Pre-Con | Ryder Cup East Prefunction

Late afternoon/early p.m. | Furniture/carpet removal | Library - Bar

- Furniture removed is along the windows / other side remains
- Pool table remains & seating closest to fireplace
- (1) set (2 couches, 2 armchairs, coffee table, end tables) will be moved to Palmer A
- Furniture will be stored off-site

PRE-DAY

Tuesday, April 30

Function Space beginning April 30

Location	Function
Library-Bar	8 a.m. Access: Registration / Hospitality desk
10 th Fairway Terrace	8 a.m. Access: Registration / Hospitality
Wanamaker Blrm	5 p.m. Access Night 3: late night entertainment Back of stage: Elan's hair, make-up & wardrobe green room
W. Pref South + Patio, Lawn	5 p.m. Access Breakfast & Lunch
W. Pref West	5 p.m. Access Night 3: late night entertainment
W. Pref North	5 p.m. Access

Load-In April 30

Location	Function
Hotel docks	
7:30a-5p	DCi – (10) Vendor trucks – loading into Wanamaker + Ryder Cup Ballroom

3:30 p.m. | Security Briefing/Training | Location TBD

- U.S. Bank, Augeo, DCi (Sam if possible), Fogarty – 1 person, PRA – 1 person

DAY ONE**Wednesday, May 1****Saturday, May 4****Tuesday, May 7****Function Space beginning May 1**

Location	Function
Panther Creek Pavilion	6 a.m. Access: load in for night 1 / hotel to remove balusters for Fogarty + DCi trucks
Panther Creek Patio, Lawn	6 a.m. Access: load in for night 1 / hotel to remove balusters for Fogarty + DCi trucks
Conference Center Drive	8 a.m. Access
Family Pools	7:00 a.m. Access: <input type="checkbox"/> Pool mat install at 7 a.m.
Elder A	8 a.m. Access: Staff/Crew meals, except dinner on May 1,4,7 due to Business area reception
Elder B	8 a.m. Access: Staff/Crew meals, except dinner on May 1,4, 7 due to Business area reception

Load-In May 1

Location	Function
Hotel docks	
TBD (banquets)	Night Owl Coffee – deliver to Wanamaker S. Prefunction (Breakfast – 2 coffee bars)
Promenade/Pavilion	DCi – move balusters / load directly into Pavilion
6 a.m.	FSI – move balusters / load directly into Pavilion
	DCi – move balusters / load directly into Pavilion

Award recipients and guests, plus hosts travel to Frisco, TX**Arrivals at: Dallas/Ft. Worth International Airport (DFW) or Dallas Love Field Airport (DAL)**

- Meet & greet in baggage claim
- Transfer via mini-coaches or smaller to Omni (40 minutes approx.)

Arrivals at Omni PGA Frisco Resort | Front entrance

- Vehicles larger than minis cannot enter circle entrance
- PRA unloads luggage, guests identify luggage
- Omni brings luggage into hotel and delivers to rooms when available
- Personal golf clubs to be brought to the course to store

8 a.m.-5 p.m. | Health and wellness clinic | Crenshaw**9 a.m.- 5 p.m. | Check-in | Front desk**

- 4 p.m. official check-in time

9 a.m.-5 p.m. | Legends registration | Library Lounge (from Bar to library and Tenth Fairway Terrace)

- (3) desks for reg/name badges (Gramercy tech printing stations in desks), (1) activities/spa, (1) Gifts (Totes with Yetis, Ice Cream Voucher + Photo book)
- 9 a.m.-5 p.m. - Beverages (non-alcoholic) + passed Arnie Palmers & Grab-n-go snacks
- 1-5 p.m.- Alcohol served at bar (Beer, wine, specialty cocktails)
- Terrace: Existing lounge seating, plus (10) high tables, (7) low tables, games (Jenga & (4) sets of bags – two sets on lawn)
- Entertainment (in library or on terrace):
 - 10 a.m. – 1 p.m.: 5/1 & 5/7 - Isaac Hoskins
 - 10 a.m. – 1 p.m.: 5/4: Kirk Holloway
 - Set at 9 a.m. / (2) 10 minute breaks / own PA
 - 1-5 p.m.: Born and Raised (Kyle & Eric)
 - Set at 11 a.m. / 15-minute breaks / own PA
 - 9 a.m.-6 p.m.: Worchester: Green room (bevs only)
- Furniture/carpets removed along window on 4/29
- Furniture to remain: pool table, fireplace seating & opposite windows
- At 7 p.m., TV's will switch over to bar use (for arrival days only / 5 p.m. otherwise)

Noon-2 p.m. | Lunch | Wanamaker Lawn (South Pref, Patio & Lawn)**Noon-4 p.m. | Legends pool hospitality | Resort pools**

- Beverages / Snacks / Hosted alcohol is from 2-4 p.m.
- Pool fully privatized
- Wave 2 & 3: time will be 9 a.m.-4 p.m.

Elan band green room | Penick (all of Elan will have dinner here)

- 4:30-6:30 p.m. – 16 ppl dinner
- 6:30-8:30 p.m. – Balance to have dinner

*The rest can eat with the group 6:30-8:30pm***5-6 p.m. | Business area receptions**

- CBB: Ryder Cup Prefunction (South)
- Operations: Conference Center Drive (inside foyer)
- Payment Services: Elder A
- Technology: Kite
- WCIB: Elder B
- Support functions (Administration Office, Finance, CAS, DEI, HR, RMC, Transformation, Law Division): Wanamaker West Patio

5 p.m. | U.S. Bank walkthrough of welcome event**6-9 p.m. | Welcome event | Panther Creek Pavilion, Patio and Event Lawn / Weather Back-up: Ryder Cup Ballroom Prefunction**

- Décor/Theme: Cantina
- Legends letters / MC comments
- Entertainment/live band and interactive F&B stations
- Western hat fitting experience

6:30 p.m. | Room delivery | Guestrooms

- Sweet gift OR Salty gift with generic amenity card

DAY TWO**Thursday, May 2****Sunday, May 5****Wednesday, May 8****Load-In May 2:**

Location	Function
Hotel docks	
10 a.m.	Wild Bill – second shipment of hats – move to Marshall for wave 2 & day 2 pop-up

Load-In May 5:

Location	Function
Hotel docks	
10 a.m.	Wild Bill – second shipment of hats – move to Marshall for wave 2 & day 2 pop-up

8 a.m.-5 p.m. | Health and wellness clinic | Crenshaw

- EMT to move to the Wellness Cabana from 1-4 p.m.

8 a.m.–5 p.m. | Legends hospitality desk | Library Lounge

- (2) desks for reg, (1) activities
- 9 a.m.–5 p.m. - Beverages (non-alcoholic) + Grab-n-go snacks
- 1–5 p.m.- Alcohol served at bar (Beer, wine, specialty cocktails)
- Existing patio furniture/games from day prior
- DND's to be handled here from night prior

8-10 a.m. | Breakfast | Wanamaker Lawn (South Pref, Patio & Lawn)

- Coffee bar by Nightowl
- Golfers breakfast: 7-9:30 a.m. | *Golf staging area (provided by banquets)*

8 a.m.-noon | Western hat pop-up shop | Panther Creek Pavilion

- Hats available for those that didn't get one the night prior
- Accessories will be available if people want to add
- Note: no hat exchanges
- Guests can purchase extra hats for \$100 each

9 a.m.–3 p.m. | Gift Suite | Ranch House #5**Activities: on-property**

- (2) Reg desks moved to Conference Center Drive Foyer from Library
- Golf: tee-times begin at 8:02 a.m. / beverage cart (no shots/tobacco)
- Spa: appointments from 9 a.m. – 4 p.m. (no services from 12 – 1 p.m.)

Optional shuttles: Grapevine or Legacy West | Conference Center Drive (first-come, first-serve and don't count as activity experience)

- Grapevine (45 min drive):
 - Hotel depart: 10, noon, 2
 - Grapevine depart: 11, 1, 3
- Legacy West (20 min drive):
 - Hotel depart: 10, 11:30, 1, 2:30
 - Legacy West depart: 10:45, 12:15, 1:45, 3:15

9 a.m. – 4 p.m. | Legends by the Pool | Resort pools

- Pool fully privatized; branded pool items
- F&B:
 - 9 a.m.-4 p.m.: Snacks & non-alcoholic beverages available
 - 11 a.m.: Pool bar can serve alcohol (cash bar)
 - 2-4 p.m.: Hosted bar
- 10-11 a.m.: Yoga on the lawn
- 11 a.m.-noon: Volleyball (larger family pool)
- 1-4 p.m.: Poolside DJ (tent provided by Fogarty)
- 2-3 p.m.: Water basketball (larger family pool)
- Wellness cabana
 - EMT: 1-4 p.m.

On own (not promoting):

- The Dance Floor (putting) – 30 minutes / complimentary
- The Swing (10-hole, par-3 course) - \$30

Noon–2 p.m. | Lunch at hotel or on activity | Wanamaker Lawn (South Prefunction, Patio & Lawn)

- Golfer's lunch | *Fields Overlook (order inside - restaurant)*
 - Billed on consumption, no shots/tobacco

6–11 p.m. | Legendsfest | Off-property at Oak + Ivy - depart from/return to Conference Center Drive

- 25 min transfer
- Shuttles begin at 6 p.m.; first arrival at 6:25 p.m.
- Legendsfest pocket guides to be given out at buses
- Return shuttles begin at 8 p.m. with the last shuttle departing Oak + Ivy at 10:30 p.m.

May 2:

7 p.m. | Cavanaugh Sound Check | Wanamaker Blrm

7:30 p.m. | Cavanaugh Sound Check | Ryder Cup Blrm

Load-Out May 8:

Location	Function
Promenade / Pavilion	
After 12 Noon	FSI – remove balusters DCI – “

DAY THREE**Friday, May 3****Monday, May 6****Thursday, May 9****8 a.m.-5 p.m. | Health and wellness clinic | Crenshaw****8 a.m.-5 p.m. | Legends hospitality desk | Library Lounge**

- (2) desks for reg, (1) activities – same as day prior
- 9 a.m.–5 p.m. - Beverages (non-alcoholic) + Grab-n-go snacks
- 1–5 p.m.- Alcohol served at bar (Beer, wine, specialty cocktails)
- Existing patio furniture/games from day prior

8-10 a.m. | Breakfast | Wanamaker Lawn (South Prefunction, Patio & Lawn)

- Coffee bar by Nightowl

8 a.m.–noon | Gift Suite | Ranch House #5**9 a.m.–4 p.m. | Legends pool hospitality | Resort Pools**

- Beverages / Snacks / Hosted alcohol is from 2-4 p.m.

Activities | Depart from/return to Conference Center Drive – Some groups have been combined to group one timing

- Grab-n-go beverages/snacks
- Spa: appointments from 9-4 (no treatments from 12-1)
- NASCAR Texas Motor Speedway: Group 1: 9-1, Group 2: 11-3
- Horseback riding: Group 1: 9-2:30, Group 2: 10:30-4
- TX legendary Sports tour: 9:15-3:45
- JFK history & conspiracies tour: 10:30-3
- Texas BBQ and brewery experience: Group 1: 10:15-3, Group 2: 11:45-4:30
- The Wild West: Explore Fort Worth: Group 1: 9:15-3, Group 2: 10-3:45
- CHOPPED! Top Chef cooking challenge: 10:30-@Julia2
- Electric city adventure: Cruising around Dallas Group 1: 9-2:15, Group 2: 10-3:15
- NOTE: after the last activity has returned; registration desks to be moved back to Library for Day One set up

Noon–2 p.m. | Lunch at hotel or on activity | Wanamaker Lawn (South Prefunction, Patio & Lawn)**2 p.m. | Foyer set up begins after lunch for evening****Green rooms |**Orchestra: *Ryder Cup Ballroom East Prefunction*M.C Band: *Palmer A*Elan F&B: *Penick (need to eat 4:30-6:30 p.m.)*Elan Hair, Make-up, Wardrobe: *Behind Wanamaker stage***6–7 p.m. | Reception | Ryder Cup Ballroom Prefunction**

- Elan greeters at top of stairs / F&B ready at 5:30 p.m.
- Tray-passed wine upon entry (starts ballroom level in the hallway)
- Open bars, passed hors d'oeuvres

7–9 p.m. | Dinner and entertainment | Ryder Cup Ballroom (enter South DE)

- Doors open at 6:45 p.m.
- Supper club, spoke tables, candles, kinetic lighting
- M.C. + Dallas Symphony Orchestra
- Food: bread, plated salad, French-style entrees & sides, mini-dessert platters/coffee dropped
- Wine & cocktail service; Bars inside for dinner
 - 6-6:45 Reception in foyer, bars, passed hors d'oeuvres
 - 6:45 Doors open, wine service
 - 7:00 Salads Down
 - 7:10 MC comments
 - 7:25-8:15 Dinner service, dessert/coffee down by 8:15
 - 8:15-8:23: Intro to Michael Cavanaugh / band & Orchestra perform
 - 9:10-9:25: Transition to late night entertainment (by M.Cav.)

9–10:30 p.m. | Late night entertainment | Wanamaker Ballroom – enter South F (+ Prefunction & Patio)

- Technically begins at 9:10 p.m.
- M.C. to perform for 80 minutes, house music before/after as needed
- LED dancefloor, high tops, soft seating in prefunction, lounge/fire-pits on patio with flaming coffee, glam bot

May 3:

1-2 p.m. | Rehearsal - Cavanaugh | Ryder Cup Blrm

2-2:30 p.m. | Lunch - Cavanaugh | Penick

2:30-4 p.m. | Rehearsal Cavanaugh + Orchestra | Ryder Cup Blrm

4 p.m. | Rehearsal – A. Cecere | Ryder Cup Blrm

May 6:

1-2 p.m. | Rehearsal – Cavanaugh + Orchestra | Ryder Cup Blrm

May 9:

1-2 p.m. | Rehearsal – Cavanaugh + Orchestra | Ryder Cup Blrm

Load-Out May 9:

Location	Function
Hotel Docks	
9 p.m. – 1 a.m.	FSI – will strike, possibly 20-30 cases loading out
9 p.m. – 1 a.m.	DCi – (10) Vendor trucks loaded out of Ryder Cup

DAY FOUR

Saturday, May 4

Tuesday, May 7

Friday, May 10

3:45 a.m. | Coffee station for early departures | Conference Center Drive Foyer

5-8 a.m. | Continental breakfast for early departures | Conference Center Drive Foyer

7 a.m.-5 p.m. | Luggage storage | Conference Center Drive Foyer

7/7:30-10 a.m. | Breakfast | Wanamaker Lawn (South Prefunction, Patio & Lawn)

8 a.m.-5 p.m. | Health and wellness clinic | Crenshaw

8 a.m.-5 p.m. | Legends hospitality desk | Library Lounge

Same set as day one

9 a.m.-4 p.m. | Legends pool hospitality | Resort pools

Beverages / Snacks / Hosted alcohol is from 2-4 p.m.

May 10: No pool hospitality

11 a.m. | Official hotel checkout

Late departures can utilize spa's showers

Departure transfers to DFW & DAL | Conference Center Drive

Allow 2.5-3 hours prior to flights is suggested; 40 minute transfers

Repeat Day One

Load-Out May 10:

Location	Function
Hotel Docks	
7a	DCi – drape load out + additional load out from Pavilion (bar only – no baluster to be removed)
8 a.m.	FSI – will load out after DCi drape is out / (4) tractor trailers
10a – 1 p	Better Lounge – massage chair pick up window from Wadkins A
10:30-11a (banquets)	Night Owl – (2) coffee bars and supplies
11a or 2p	DCi Floral strike + table and chair load out at 9a / truck at 11a – Location - TBD

POST-DAY

Saturday, May 11

Load-Out

Location	Function
Hotel docks	
8a-2p	FSI – printer load out (no dock master needed)