

Na'Ryah Lester

Creative / Marketing / Internal Events Intern

Supervisors: Amanda Mauck, Director, Marketing & Communications
Becca Hamilton, Graphic Designer**Onboarding & Training Schedule**

Office Address: 411 Monroe Ave, Memphis, TN 38103
Intern Contract Dates: May 19, 2025 thru July 31, 2025

Office Schedule After 1st Week: Tuesday 8am–4pm CT
(20 hours) Wednesday 8:30am–4pm CT
Thursday 9am–4pm CT

WELCOME to LEO Events!**Arrival and Parking:**

On your first day, pull into the gated lot next to the building and park alongside the white-brick wall on your left. Leave room for another car, if possible. Enter the building via the front door facing Monroe, and Olisa Horn, our Administrative Assistant, will greet you.

We'll register your vehicle so that on your second day forward, you can park in the Bakery Garage across the street. Note that you must keep your vehicle license plate number up-to-date with HR.

Equipment and Training:

Our IT Manager will set you up with all the necessary equipment and devices, including your LEO-assigned laptop. You only need to bring your cell phone so we can set it up for you to receive LEO emails. ****You must take your laptop home each day. Do not leave it at the office.***

Attire:

LEO Events office attire is business casual. When executing meetings and events outside of the office, dress appropriately in accordance with the audience and occasion. On show-site, refer to your crew letter for proper attire.

Break Room and Meals:

We have refrigerators, microwaves, an oven, and an ice maker. You're welcome to bring whatever food or beverage items you wish to store. Coffee is also provided. On your first day, we will enjoy an office lunch to welcome you and get to know one another better!

Monday, May 19, 2025***All times are CT***

NOTE: Optional Call-In Sales & Marketing Team Meeting Every Monday at 1pm
Outlook calendar invite has been forwarded to you.

8:30am	Welcome/Introductions/Tour	Ryan Ferraris <i>HR Manager</i>
9am–11am	IT Onboarding: <i>ALL INTERNS</i>	Storm Robinson <i>IT Manager</i> TEAMS / Wonder Conf Room
11am–11:30am	MEM Intern Welcome w/ HR	Ryan Ferraris <i>HR Manager</i> Wonder Conference Room
11:30am–12:30pm	Office Welcome Lunch	LEO Break Room

Tuesday, May 20, 2025***All times are CT***

8am–9am	Weekly Marketing & Strategy 1:1	Airika Gigas <i>SVP, Sales & Marketing</i> TEAMS
9am–9:30am	Job Responsibilities Overview	Becca Hamilton <i>Graphic Designer</i> Amanda Mauck <i>Director Marketing & Comms</i> Martin Conference Room
9:30am–10:30am	Office Expectations <i>ALL INTERNS</i>	Katie Leonard <i>Talent & People Mgr</i> TEAMS / Martin Conference Room
10am–10:30am	Weekly Design Team Meet	Kayla Green <i>Graphic Designer</i> TEAMS
11am–11:45am	Asana Training	Becca Hamilton <i>Graphic Designer</i> Amanda Mauck <i>Director Marketing & Comms</i> MEM Guest Office

1:30pm–2:15pm	Company Overview <i>ALL INTERNS</i>	Katie Leonard <i>Talent & People Mgr</i> TEAMS / Martin Conference Room
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Wednesday, May 21, 2025

All times are CT

9am–10am	The Huddle <i>The Huddle is our weekly, all-employee, mandatory meeting held every Wednesday at 10am ET. We will introduce you! Be prepared to speak.</i>	Wonder Conference Room
10am–11:30am	Clockify Training <i>ALL INTERNS</i>	Derek Lilleskov <i>Director, Business Process Mgmt</i> TEAMS / Wonder Conference Room
11:30am–Noon	LEO Professional Headshot • We will also take a “fun” shot. Feel free to bring any props that show your personality, hobbies, etc. • The backdrop is white, so avoid wearing a solid white shirt	Ryan Ferraris <i>HR Manager</i> Becca Hamilton <i>Graphic Designer</i> LEO Break Room
1pm–2pm	Excel Overview <i>ALL INTERNS</i>	TJ Ruschell <i>Digital Strategy Analyst</i> TEAMS / Martin Conf Room

Thursday, May 22, 2025

All times are CT

9am–9:30am	HR Onboarding <i>ALL INTERNS</i>	Ryan Ferraris <i>HR Manager</i> Wonder Conference Room
10am–11am	Onsite Expectations <i>ALL INTERNS</i>	Sam Teegarden <i>Training & Development Mgr</i> TEAMS / Martin Conference Room

1pm–1:45pm	Integrated Svcs. Dept. Overview <i>ALL INTERNS</i>	Joan Cornett VP, Integrated Services TEAMS / Martin Conference Room
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Tuesday, May 27, 2025

8am–4pm CT

JADA PARKS 1st DAY

Ryan Onsite Walmart Associates Week, Bentonville AR (May 26–June 07)

8am–9am	Weekly Marketing & Strategy 1:1	Airika Gigas SVP, Sales & Marketing TEAMS (Call-In Remote OK)
10am–10:30am	Weekly Design Team Meet	Kayla Green Graphic Designer TEAMS

Wednesday, May 28, 2025

8:30am–4pm CT

Ryan Onsite Walmart Associates Week, Bentonville AR (May 26–June 07)

9am–10am	The Huddle	Wonder Conference Room
1:30pm–2pm	Intern Touch-Base w/ Supervisors	Amanda Mauck Director, Marketing & Comms Becca Hamilton Graphic Designer Martin Conference Room
2pm–3pm	MEM Summer Outing Kick-off Call	Amanda Finck Sr. Director, HR & Admin Wonder Conference Room
3pm–3:30pm	New Memphis Summer Experience Overview	Brian Deal Sr. Manager Development, New Memphis Wonder Conference Room

Thursday, May 29, 2025

9am–4pm CT

Ryan Onsite Walmart Associates Week, Bentonville AR (May 26–June 07)

10:30am–11:15am	Weekly Marketing & Creative 1:1	Airika Gigas SVP, Sales & Marketing TEAMS
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Tuesday, June 03, 2025**8am–4pm CT***Ryan Onsite Walmart Associates Week, Bentonville AR (May 26–June 07)*

8am–9am	Weekly Marketing & Strategy 1:1	Airika Gigas <i>SVP, Sales & Marketing</i> TEAMS (Call-In Remote OK)
10am–10:30am	Weekly Design Team Meet	Kayla Green <i>Graphic Designer</i> TEAMS

Wednesday, June 04, 2025**8:30am–4pm CT***Ryan Onsite Walmart Associates Week, Bentonville AR (May 26–June 07)*

9am	The Huddle	Wonder Conference Room
10am–10:45am	Office Admin Overview	Olisa Horn <i>Administrative Assistant</i> Front Desk / Martin Conf Room

Thursday, June 05, 2025**9am–4pm CT***Ryan Onsite Walmart Associates Week, Bentonville AR (May 26–June 07)*

10:30am–11:15am	Weekly Marketing & Creative 1:1	Airika Gigas <i>SVP, Sales & Marketing</i> TEAMS
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Friday, June 06, 2025*Ryan Onsite Walmart Associates Week, Bentonville AR (May 26–June 07)*

8am–Noon	Walmart Associates Week Viewing Party	LEO MEM Office
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Tuesday, June 10, 2025**8am–4pm CT**

8am–9am	Weekly Marketing & Strategy 1:1	Airika Gigas <i>SVP, Sales & Marketing</i> TEAMS (Call-In Remote OK)
10am–10:30am	Weekly Design Team Meet	Kayla Green <i>Graphic Designer</i> TEAMS

11am–11:30am	Intern Touch-Base w/ Supervisors	Amanda Mauck <i>Director, Marketing & Comms</i> Becca Hamilton Graphic Designer Guest Office
1pm–1:30pm	MEM Interns Touch Base w/ Ryan	Ryan Ferraris <i>HR Manager</i> Wonder Conference Room

Wednesday, June 11 2025

8:30am–4pm CT

TBD	The Huddle	Wonder Conference Room
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Thursday, June 12, 2025

9am–5pm CT

10:30am–11:15am	Weekly Marketing & Creative 1:1	Airika Gigas <i>SVP, Sales & Marketing</i> TEAMS
5:30pm–7:30pm	New Memphis Summer Experience Kickoff newmemphis.org/summer-experience	Grind City Brewery

JUNE 15 WEEK TBD: MEM INTERN INDUSTRY LUNCH

Tuesday, June 17, 2025

8am–4pm CT

8am–9am	Weekly Marketing & Strategy 1:1	Airika Gigas <i>SVP, Sales & Marketing</i> TEAMS (Call-In Remote OK)
10am–10:30am	Weekly Design Team Meet	Kayla Green <i>Graphic Designer</i> TEAMS

Wednesday, June 18 2025

8:30am–4pm CT

9am–10am	The Huddle	Wonder Conference Room
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1pm–2pm	Production Dept. Overview <i>ALL INTERNS</i>	Phillip Johnson <i>Sr. Director, Production Svcs.</i> Tracy Mullendore <i>Sr. Executive Producer</i> TEAMS / Martin Conf Room
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Thursday, June 19, 2025

9am–4pm CT

10:30am–11:15am	Weekly Marketing & Creative 1:1	Airika Gigas <i>SVP, Sales & Marketing</i> TEAMS
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Monday–Thursday, June 23–26, 2025:

MEM Interns: WBENC – Women’s Business Enterprise Council National Conference,
New Orleans, LA

Tuesday, July 01, 2025

8am–4pm CT

8am–9am	Weekly Marketing & Strategy 1:1	Airika Gigas <i>SVP, Sales & Marketing</i> TEAMS
9am–10am	Meeting Svcs & Event Technology Overview <i>ALL INTERNS</i>	Kristina Johnson <i>Director Meeting Svcs</i> Dani Martin <i>Sr. Manager Event Tech</i> TEAMS / Martin Conf Room
10am–10:30am	Weekly Design Team Meet	Kayla Green <i>Graphic Designer</i> TEAMS
10:30am–11am	Intern Touch-Base w/ Supervisors	Amanda Mauck <i>Director, Marketing & Comms</i> Becca Hamilton <i>Graphic Designer</i> Guest Office
2pm–3pm	Media Dept. Overview <i>ALL INTERNS</i>	Stacey Ladd <i>Director Media Production</i> Brett Clark <i>Sr. Media Producer</i> TEAMS / Martin Conf Room

Wednesday, July 02, 2025
8:30am–4pm CT

9am–10am	The Huddle	Wonder Conference Room
10am–11am	Creative Dept. Overview <i>ALL INTERNS</i>	Chris Simmons <i>SVP Creative</i> TEAMS / Martin Conf Room
11am–Noon	Situational Leadership & DiSC Training w/ Chris Weinberg <i>ALL INTERNS</i>	Wonder Conference Room
1pm–2pm	Account Mgmt Overview <i>ALL INTERNS</i>	Kasey Hunter <i>Director, National Accounts</i> Mackenzie Zeitlin <i>Director, National Accounts</i> TEAMS / Martin Conf Room
3pm–3:30pm	MEM Interns Touch Base w/ Ryan	Ryan Ferraris <i>HR Manager</i> Wonder Conference Room

Thursday, July 03, 2025
9am–4pm CT

10:30am–11:15am	Weekly Marketing & Creative 1:1	Airika Gigas <i>SVP, Sales & Marketing</i> TEAMS
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Tuesday, July 08, 2025
8am–4pm CT

8am–9am	Weekly Marketing & Strategy 1:1	Airika Gigas <i>SVP, Sales & Marketing</i> TEAMS (Call-In Remote OK)
9am–10am	Destination Management Company & Event Operations Overview <i>ALL INTERNS</i>	Grant Ricossa <i>Director, Events</i> Taylor Clark <i>Manager, Event Operations</i> Jordan Bowen <i>Manager, Event Operations</i> TEAMS / Martin Conf Room

10am–10:30am	Weekly Design Team Meet	Kayla Green <i>Graphic Designer</i> TEAMS
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Wednesday, July 09 2025

8:30am–4pm CT

9am–10am	The Huddle	Wonder Conference Room
3pm–4pm	Sales & Marketing Dept Overview <i>ALL INTERNS</i>	Amanda Mauck <i>Director, Mktg & Communications</i> Justin Maddox <i>Director, Solutions & Innovation</i> TEAMS / Martin Conf Room

Thursday, July 10, 2025

9am–5pm CT

10:30am–11:15am	Weekly Marketing & Creative 1:1	Airika Gigas <i>SVP, Sales & Marketing</i> TEAMS
11:15am–1pm	Intern Lunch & Learn Q&A Panel w/ Former LEO Interns <i>ALL INTERNS</i>	Ryan Ferraris <i>HR Manager</i> Katie Leonard <i>Talent & People Manager</i>
5:30pm–7:30pm	New Memphis Summer Experience Downtown Dash <i>newmemphis.org/summer-experience</i>	Central BBQ Downtown

Tuesday, July 15, 2025

8am–4pm CT

8am–9am	Weekly Marketing & Strategy 1:1	Airika Gigas <i>SVP, Sales & Marketing</i> TEAMS (Call-In Remote OK)
10am–10:30am	Weekly Design Team Meet	Kayla Green <i>Graphic Designer</i> TEAMS

Wednesday, July 16, 2025**8:30am–4pm CT**

9am	The Huddle	Wonder Conference Room
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Thursday, July 17, 2025**9am–5pm CT**

10:30am–11:15am	Weekly Marketing & Creative 1:1	Airika Gigas <i>SVP, Sales & Marketing</i> TEAMS
11:30am–Noon	Intern Touch-Base w/ Supervisors	Amanda Mauck <i>Director, Marketing & Comms</i> Becca Hamilton Graphic Designer Guest Office
2:30pm–3pm	MEM Interns Touch Base w/ Ryan	Ryan Ferraris <i>HR Manager</i> Wonder Conference Room
5:30pm–7:30pm	New Memphis Summer Experience Memphis 101 Trivia newmemphis.org/summer-experience	Wiseacre OG Broad Avenue

Tuesday, July 22, 2025**8am–4pm CT**

8am–9am	Weekly Marketing & Strategy 1:1	Airika Gigas <i>SVP, Sales & Marketing</i> TEAMS
9am–10am	Technical Production Dept Overview <i>ALL INTERNS</i>	Sam Moergen <i>Sr. Technical Director</i> TEAMS / Wonder Conf Room
10am–10:30am	Weekly Design Team Meet	Kayla Green <i>Graphic Designer</i> TEAMS

Wednesday, July 23 2025**8:30am–4pm CT**

9am	The Huddle	Wonder Conference Room
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11:30am–1pm	Goodbye Lunch for Na'Ryah	MEM Interns + Supervisors Offsite TBD
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Thursday, July 24, 2025

9am–5pm CT

Na'Ryah's Last Day

9am–9:30am	MEM Intern Experience Overview	Amanda Finck <i>Sr. Director HR & Admin</i> Wonder Conference Room
9:45am–10:15am	Exit Interview <i>Na'Ryah Lester</i>	Ryan Ferraris <i>HR Manager</i> Martin Conference Room
10:30am–11:15am	Weekly Marketing & Creative 1:1	Airika Gigas <i>SVP, Sales & Marketing</i> TEAMS

Self-Study / Resources / To-Dos

•	Review Expense Reimbursement Process in Paylocity INTRANET: https://leosupport.helpsite.com/	*For approved company expenses charged on your personal credit card or approved mileage
•	Update LinkedIn Profile w/ LEO Banner & Info	* Show off that you're working at LEO for the summer!
•	Review DiSC Profiles in Intranet	* Your team, yourself, others you interact with