

VAF Suites, Events and Stewardship Team



Jessica French Armistead
Director of Suites, Events, and Stewardship
[jef2y@virginia.edu](mailto:jf2y@virginia.edu)
work: 434.243.5091
cell: 434.953.9977

Jessica earned a bachelor's degree in English from the University of Virginia in 2003. As an undergraduate student, she worked in the football office and following graduation, joined the VAF staff as a special events intern. In 2004, she assumed the role of special events assistant and a year later became the special events coordinator. Jessica was promoted to suites and events director in 2007.

Jessica oversees all suite sales, and her team is responsible for managing suite operations at Scott Stadium, Disharoon Park and John Paul Jones Arena. Additionally, the suites, events and stewardship staff is responsible for planning and implementing athletics events including the spring and fall social tours, sports reunions, sport-specific fundraisers, special celebrations, facility dedications, etc. as well as all efforts to steward VAF donors.

Jessica and her husband Justin have two children: Finley and Rory.



Jordan Bullock
Assistant Director of Suites, Events, and Stewardship
jb6dw@virginia.edu
work: 434.243.2508
cell: 540-894.3040

Jordan Bullock joined the Virginia Athletics Foundation in January of 2022. He assists with athletics events and all efforts to steward VAF donors. Additionally, he supports suite operations for Scott Stadium, Disharoon Park, and John Paul Jones Arena.

Prior to joining the VAF, Bullock served as the Director of Player Relations for Virginia Football. In this role, he supported the program's day-to-day operations and was responsible for student-athlete development, compliance, and community engagement initiatives.

A native of Mineral, Virginia, Bullock graduated from Old Dominion University – earning a Bachelor of Science in Business Administration in 2016 and a Master of Science in Education with a concentration in sports administration in 2018.

Virginia Athletics Foundation

434.982.5555
P.O. Box 400833
Charlottesville, VA 22904
www.virginiaathleticsfoundation.com

Jessica Armistead, Director of Suites, Events, and Stewardship

434.243.5091
jf2y@virginia.edu

Jordan Bullock, Assistant Director of Suites, Events, and Stewardship

434.243.2508
Jb6dw@virginia.edu

John Paul Jones Arena

P.O. Box 400862
Charlottesville, VA 22904
www.johnpauljonesarena.com

Box Office

434.243.2215

UVA Athletic Ticket Office

www.virginiasports.com
1.800.542.8821

Byron Smith

434.924.7790

bas3q@virginia.edu

Virginia Catering

www.uva.catertrax.com

fax: 434.982.2620

Kylie Ritts, Cavalier Suites Sales Consultant

434.924.7274
suitecatering@virginia.edu

Clear Bag Policy

Starting in 2017, Virginia Athletics announced changes to the bag policy and entrance procedures for home football and men's and women's basketball games. The changes in policy and entrance procedures are the result of recommendations made for large-scale events held on Grounds by the University of Virginia's security consultant.

The new policy limits the size and type of bags that can be brought into Scott Stadium and John Paul Jones Arena. The policy does not change the items fans may bring into the stadium and arena, but restricts the type of bag used to carry items.

- Bags must be clear plastic, vinyl or PVC and cannot exceed 12" x 6" x 12" or clear one-gallon plastic freezer bags (Ziploc bag or similar) are also permitted.
- Small clutch bags, approximately the size of a hand and no larger than 4.5" x 6.5" (with or without a handle or strap) can be taken into the stadium or arena and will be subject to search.
- An exception will be made for items necessary for medical reasons after proper inspections at a gate designated for this purpose.

Prohibited bags include, but are not limited to: purses larger than a clutch bag, coolers, briefcases, backpacks, fanny packs, cinch bags, luggage of any kind, computer bags and camera bags or any bag larger than the permissible size.

Seat cushions and seat backs are permitted as long as they do not have pockets or are not in a carrying bag.

Items needed for small children must be in a clear bag that meet the stated dimensions.

Screening procedures are used at all entry gates to Scott Stadium and John Paul Jones Arena. Walk-through and hand wand metal detectors are the primary means of screening. For guests who are unable to utilize a walk-through metal detector, hand-held metal detectors will be used.

The clear bag policy and entry procedures will also be in effect for most non-athletics public events that are ticketed and/or high-profile at Scott Stadium and John Paul Jones Arena.

More information can be found here: <https://virginiasports.com/bag-policy/>

Suite Holder Parking

Parking for Virginia Basketball Games

Suite Holder Numbered Parking Spaces for Virginia Basketball games are located on the second level of the parking garage.

- From the EAST:** Use Leonard Sandridge Road
Take a left onto Copeley Road. Turn right just after the parking garage to enter the suite holder parking area of the garage.
- From the WEST:** Use Leonard Sandridge Road
Take a left onto Copeley Road. Turn right just after the parking garage to enter the suite holder parking area of the garage.
- From the NORTH:** Use 29 South Business (Emmet Street)
Turn right onto Copeley Road after the Taco Bell. Turn left at the base of the parking garage to enter the suite holder parking area of the garage.
- From the SOUTH:** Use Leonard Sandridge Road
Take a left onto Copeley Road. Turn right just after the parking garage to enter the suite holder parking area of the garage.

Finding Your Suite

From the Parking Garage 2nd level (North) entrance:

- Suites 201A-205B** Upon entering, proceed past the water fountains and ATM to the main lower concourse. Take a right and follow the concourse past the Lexus Club and through the glass doors. Suites are on the left and decrease in numbers west to east.
- Suites 211A-215B** Upon entering, proceed past the water fountains and ATM to the main lower concourse. Take a left and follow the concourse through the glass doors. Suites are on the right and increase in numbers west to east.

From Main (West) Entrance:

Suites 201A-205B Follow the stairs on the right to the lower concourse. Follow the corridor on your right through the glass doors. Suites are on the left and decrease in numbers west to east.

Suites 211A-215B Follow the stairs on the left to the lower concourse. Follow the corridor on your left through the glass doors. Suites are on the right and increase in numbers west to east.

Suite Amenities

There are 19 suites in the John Paul Jones Arena.

Each suite includes:

Lounge chairs (4)	Refrigerator, Ice Maker, Sink	Trash receptacle
Bar Chairs (4)	Flat Screen Television Monitors (2)	Locked storage cabinets
Suite Seats (12)	Glass and aluminum recycling bin	

Suite Policies and Procedures

Access

Suites open when doors open for all events (1 hour prior to UVA Men's and Women's Basketball Games) and normally close 1 hour after the conclusion of the event/game. In some instances where back to back performances are held, the post event time may be shortened to 30 minutes.

Only patrons with a suite ticket or listed on the provided guest list will be given access to the suite. If someone is at the door without a suite ticket and not on the guest list, the security guard may enter and ask the suite host if the guest can enter.

Alcohol Policy

All patrons over 21 will be given a wristband when alcohol is served in the suite. Guests who appear under 35 will be asked for ID to verify their age.

Attendant Call Station

A button is mounted above the sink area in each suite that allows you to page your suite attendant should you have any catering needs.

Catering

Virginia Catering, a division of ARAMARK, is by contract the exclusive food and beverage provider at the John Paul Jones Arena. Find the catering menus for the John Paul Jones Arena at www.uva.catertrax.com.

Suite orders must be placed at least three (3) business days prior to an event or game. If you place an order with UVA Catering, a suite attendant will periodically check in with you, maintain your suite, and take your “Event Day Menu” orders. Only those suites with an advance catering order may place a food order on the day of a game or event. Kylie Ritts can be contacted at 434.924.7274 and suitecatering@virginia.edu.

Digital Ticketing

Virginia Athletics will deliver all tickets in digital format for display on smartphones and other electronic devices. After clearing security fans will approach the ticket pedestals to scan the digital ticket for entry. For more information on mobile tickets click here: <https://virginiasports.com/digital-ticketing/>.

Food and Beverage

Suite holders may purchase food and beverage from Virginia Catering or from any concession stand. However, no food or beverage may be removed from the suite. The suite door attendant will monitor food and beverage leaving the suite.

Guest Lists

To accommodate suite holders who wish to invite colleagues and friends who do not have suite tickets to stop by the suite, suite holders may provide those names to their RMC door attendant to allow suite access during the game/event. Suite holders may also submit permanent and event specific suite hosts and door list additions to the JPJ suite account for SMG and VAF staff 24 hours in advance of the event at jpj-ste@virginia.edu or jpjsuitelists@virginia.edu.

Leasing for Basketball

All Men’s Basketball suites are currently leased for the 2021-22 basketball season, however single game suite opportunities for Women’s Basketball are available. Those interested in joining the waitlist for Men’s Basketball or those interested in leasing a single game Women’s Basketball suite can contact the Suites, Events and Stewardship team with the Virginia Athletics Foundation at 434.982.5555.

Leasing for Special Events

To lease a suite for an individual concert, contact the John Paul Jones Arena at 434.243.4957.

Lighting

Under some circumstances, Arena management may need to shut off all lighting so as to not disturb the performance on stage.

Maintenance and Housekeeping

Should you need any housekeeping, electrical or mechanical needs during an event or game, please contact your suite security attendant. Please contact the Virginia Athletics Foundation with any additional concerns.

Refuse and trash must be placed in the proper receptacles for disposal. Housekeeping will routinely provide cleaning services provided the suite is unoccupied at the time such services are provided.

Parking

Suite Holder parking for UVA basketball games is located in the second level of the parking garage. Suite Holders are required to park in assigned spaces. It is recommended that Suite Holders educate their guests on their exact numbered space location. For lost basketball parking passes, please notify the Virginia Athletics Foundation at 434.982.5555 or 800.626.8723. The lots will be monitored by security attendants.

The maximum height of a vehicle that can enter and park in the JPJA garage is 8' 2" tall. Limousines and buses do not fit into the garage. If your vehicle exceeds this height, please drop your guests at the Drop Off area located on Massie Road.

Suite Event-Day Host

For corporate suites or suites held by more than one individual, the suite contact person should designate an event-day host who will accept responsibility for the activities within the suite for that particular game or event. This person may or may not be responsible for ordering the food and beverages for that particular game. The host should also make himself or herself known to the suite catering attendant and the security staff at the door.

Suite Security

A security staff member is placed outside of every set of suite doors to assist the suite holder with suite security. The staff member is responsible for checking suite tickets and guest lists to control access to the suites, checking ID's, providing wristbands to appropriate guests, and monitoring food and beverage leaving the suite. If you should have any non-catering needs (housekeeping, medical, or other), please contact your security staff door attendant.

Suite Tickets

UVA Basketball Games

Each suite automatically receives 20 season tickets for both Women's and Men's Basketball games with their lease.

Televisions

Each suite has two televisions, one inside the suite and the other hanging over the seats. The television within the suite can be tuned to any of the basic Comcast channels or the Hoovision screen. Televisions may not be available during certain events. The hanging television cannot be controlled controllable by the Suite Holder.

UVA Health and Safety Protocols

Visit <https://virginiasports.com/jpj-health-and-safety-protocols/> for all protocols.

Vaccination Policy:

In accordance with UVA Policy, all attendees 12 years of age and older are required to provide proof of vaccination or of a negative COVID-19 test result for entry into John Paul Jones Arena on event days.

Mask Policy:

All attendees, including all children, must wear a mask while inside John Paul Jones Arena except when they are actively eating or drinking.

Alcohol Policies

**John Paul
Jones Arena
Alcohol Policy**

No one under 21 may consume alcohol in the suite area or anywhere else at any time.

Alcoholic beverages may not be brought into the John Paul Jones Arena at any time.

Alcohol is available for sale at JPJ concessions and permitted in public areas of the arena. Alcoholic beverages may also be consumed in private suites, CoStar Group Cavalier Club, or other designated areas.

Failure to follow the above policies will result in the loss of your license to use alcohol in the suite area. These policies are consistent with ABC licensing for limited alcohol consumption.

Each suite has a recycling bin for bottles and cans.

**University of
Virginia
Alcohol Policy**

Any approved University function where alcoholic beverages are to be served is expected to be conducted in accordance with Virginia State laws concerning the purchase, possession, consumption, sale, and storage of alcoholic beverages, including, but not limited to the following:

- A. Alcoholic beverages are not to be given or sold to persons under the legal drinking age (21 years of age).
- B. Alcoholic beverages are not to be given or sold to persons who are intoxicated.
- C. State law prohibits drinking in public, possession of an alcoholic beverage by a person under the legal drinking age, falsely representing one's age for the purpose of procuring alcohol, and purchasing an alcoholic beverage for a person who is under the legal age.
- D. Any sale of an alcoholic beverage requires an ABC license.

John Paul Jones Arena Guests Services A-Z

ADA (Americans with Disabilities Act) Seating:

John Paul Jones Arena offers ADA compliant seating in the following sections:

Lower Level

106
108
109
110

Upper Level

302
303
308
316
317
318
319

Suite Level

All suites have an ADA compliant configuration

For some of the events at John Paul Jones Arena, some seating sections may be closed due to show production requirements. To inquire about a specific show, please contact the John Paul Jones Arena's Box Office at 434.243.4960.

Alcohol

Alcohol is available for sale at JPJ concessions and permitted in public areas of the arena. Alcoholic beverages may also be consumed in private suites, CoStar Group Cavalier Club, or other designated areas.

Animals

Animals are not permitted in the arena, unless they are service animals assisting a disabled guest.

Appearance

All guests entering John Paul Jones Arena must be appropriately dressed, including shirt and shoes at all times. Any guest wearing obscene or indecent clothing will not be permitted to enter.

Arena Seating

John Paul Jones Arena has three main seating levels: The Event Level, Lower Level (Suite Access), and Upper Level. In addition, depending on the type of event, Floor Seating can be utilized.

Assistive Listening Devices

For those guests who are hearing impaired, the Arena provides Assistive Listening Devices at no charge. Please see a Guest Services member or visit the Guest Services Booth *sponsored by RMC Events* at section 308, on the main concourse, for assistance with obtaining a device. A driver's license will be required to sign out a listening device.

Automatic Teller Machines (ATMs)

ATMs provided by Bank of America are located at the following locations:

- Lower Level: Behind Section 109 (Bank of America)
- Upper Level: Behind Sections 302 (Union Bank & Trust) & 314 (Bank of America)
- Note: most concessions and merchandise locations also accept credit cards.

Baby Changing Stations

All Men's, Women's and Family restrooms are equipped with baby changing stations.

Bags

Backpacks, duffel bags, and other large bags are not allowed in John Paul Jones Arena. If you arrive with such an item, you will be requested to return the item to your vehicle.

Banners & Signs

Banner and sign restrictions for events are determined by each promoter. Banners and signs may not be displayed during play of games or performances due to sightline restrictions. Signs may

not be placed on railings or walls. Poles or sticks that are used to display banners, flags or signs are not permitted. Additionally, banners and signs that are offensive, vulgar, or commercial in nature will not be permitted into the Arena.

Cameras

Cameras are permitted for UVA Athletics events; however, in no instance may photography interfere with access ways, seat aisles, or other guests' enjoyment of the event. The camera policy for non-UVA Athletics events will vary. Please call 434-243-4960 in advance to check the policy.

Children's Admission

The UVA Athletics Ticket policy states that all children age two and above must have a ticket for admission to UVA events. Children under the age of two are admitted free, provided they are sitting on an adult's lap. Guidelines for non-UVA events vary by show. Please call 434.243.4960 to check the policy.

Concessions

John Paul Jones Arena offers more than sixty points of sale at sixteen permanent concession stands and additional concession carts. Debit/credit cards are accepted at most stands. Concession stands provide a large selection of foods and drinks guaranteed to satisfy any appetite.

Coolers

No coolers of any kind are permitted in John Paul Jones Arena. If accommodations need to be made for medical reasons, please contact 434-243-4960 at least 48 hours prior to the event you plan to attend.

Elevators

Public elevators are located on the concourse adjacent to sections 101, 109, 301, and 309.

Entrances/Exits

John Paul Jones Arena provides multiple entrances on the West side of the Arena, adjacent to the John Paul Jones Arena surface lot. For those with student tickets for UVA Athletics, the entrance is located on the East side of the Arena adjacent to Massie Road. For those guests that park in the parking deck, access to the Arena can be accommodated through the 2nd level entry doors.

Firearms/Weapons

No firearms or weapons of any kind are permitted in John Paul Jones Arena.

First Aid

The First Aid stations are located across from sections 309 and 109. In addition, if first aid is needed, please notify the nearest staff member.

Guest Concerns

John Paul Jones Arena is committed to providing proactive, immediate response to issues affecting guests. Should a concern arise during an event, please visit the Guest Services Booth *sponsored by RMC Events* at Section 308, on the main concourse, to have your concern addressed or make a nearby staff member aware of the concern.

Guest Conduct

In order to maintain a safe and enjoyable atmosphere, John Paul Jones Arena asks that guests be courteous to those around them and abide by Arena policies. Guests who use offensive or abusive language, behave in an unruly manner, or appear to be intoxicated are subject to removal.

Group Sales

For information regarding group sales to any non-UVA Athletic event, please contact John Paul Jones Arena's Group Sales office at 434.924.3456. For group sales to UVA Athletic events, contact the UVA Athletics Ticket Office at 1.800.542.8821.

Handouts

The distribution of promotional items, handbills, flyers, pamphlets, printed materials, as well as the solicitation of signatures is not permitted on John Paul Jones Arena property without the express written consent of the University of Virginia.

Location

The physical location of John Paul Jones Arena is:

295 Massie Road

Charlottesville, VA 22903

Lost & Found

For any situation regarding lost and found items during an event, please go to the Guest Services Booth *sponsored by RMC Events* located at section 308 on the main concourse. During non-event times, please contact the Arena Security Office at 434.924.3993.

Lost Parents/Children

Lost parents and children are taken to the John Paul Jones Arena Guest Services Booth *sponsored by RMC Events* located at section 308 on the main concourse.

Mask Policy

All attendees, including all children, must wear a mask while inside John Paul Jones Arena except when they are actively eating or drinking.

Merchandise

The UVA Team store will be located at merchandise stands at various locations within the arena to be determined game by game due to construction of the ACC Network broadcast room during the 2016-17 season. For non-athletics events, there will be multiple merchandise stands located at Sections 307 and 310.

Parking

John Paul Jones Arena offers 1,300 parking spaces onsite located at the intersection of Massie Road and Copeley Road. In addition, 1,200 parking spaces are across the street from the Arena. Additional parking spaces are within a 5-7 minute walk of the Arena.

Parking passes for events may be purchased ahead of time at www.johnpauljonesarena.com by clicking the “Buy Tickets” link, by calling 1-888-JPJ-TIXS, in person at the John Paul Jones Arena Box Office or online at www.ticketmaster.com.

Parking for UVA Athletics events is subject to parking passes provided to members of the Virginia Athletics Foundation.

Public Transportation

John Paul Jones Arena is conveniently located on the University Transit Service Blue Route. Charlottesville Transit Services has pick-up and drop-off points along Routes 2, 5, and 7 adjacent to the Arena.

Reentry

Exiting and reentering with the same ticket is not permitted.

Restrooms

John Paul Jones Arena has multiple restrooms located throughout the arena. All restrooms are accessible for physically disabled guests. For the closest restroom, please see a guest services representative.

Smoking

John Paul Jones Arena is a smoke-free facility. Outdoor smoking sections are provided at Sections 301 & 315.

Strollers

Guests who would like to check strollers may do so at the West Gate. Please see a Guest Services representative for assistance.

Ticketing

Ticketmaster is the official ticketing company for John Paul Jones Arena.

To purchase tickets online visit the Arena’s website at www.johnpauljonesarena.com and click the “Buy Tickets” link. Tickets can also be purchased at www.ticketmaster.com.

To purchase tickets by phone, please call 1-888-JPJ-TIXS (575.8497).

To purchase tickets in person, guests may visit John Paul Jones Arena Box Office during normal operating hours.

Will Call: Tickets may be picked up at the Will Call window of John Paul Jones Arena located at the Main Entrance (West Gate). Photo identification is required.

Umbrellas

Umbrellas are permitted in John Paul Jones Arena for most events. For certain events, a Guest Services representative may request that you leave your umbrella at the Guest Services Booth *sponsored by RMC Events* as you enter the building.

Vaccination Policy

In accordance with UVA Policy, all attendees 12 years of age and older are required to provide proof of vaccination or of a negative COVID-19 test result for entry into JPJ on event days.

Water Fountains

Water fountains are located throughout the Arena on the Event, Lower, and Upper Levels.