**James Bond: No Time To Die Movie Premiere**

**Red Carpet Run of Show**

**Friday, October 8, 2021**

Jenna DePellegrini, Nicole Dubrow, Isabel Martinez, John Perry-Miller, Skylar Smith

**James Bond: No Time To Die Movie Premiere**

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Venue Locations

|  |  |  |
| --- | --- | --- |
| Red Carpet/Screening | Saban Theater | 8440 Wilshire Blvd, Beverly Hills, CA, 90211 |
| Reception | Saban Theater  | 8440 Wilshire Blvd, Beverly Hills, CA, 90211 |
| Staff Hotel  | The Sunset Tower Hotel | 8358 Sunset Blvd, Los Angeles, CA 90069 |
| Talent Hotel  | Beverly Hills Hotel | 9641 Sunset Blvd, Beverly Hills, CA, 90210 |

**Run of Show**

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| Arrival Instructions **Car Service/Valet:** Drop off between at TowerDr. South of Wilshire and Hamilton Dr. South of Wilshire. Meter parking is paid for between 4 p.m. and 6 p.m. (parking free after 6 p.m.). Cars receive vouchers for all evening parking. **General Admission/Press:** Check-in at Gregory Way before Le Doux Road. **Staff:** Check-in at Gale Dr. South Of Wilshire and enter through the security entrance on Wilshire Blvd.

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| --- | --- |
|  | All Staff  |
|  | Talent Arrivals  |
|  | Timeline/Production  |

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| --- | --- | --- | --- |
| **Date**  | **Time**  | **Description**  | **Responsible**  |
| Friday, Oct. 8, 2021 | 8 a.m. PST | All-Staff Meeting at Sunset Tower Conference Room 1B | Lead: Skylar |
|  | 9 a.m. - 9:15 PST | Last minute preparations | Everyone  |
|  | 9:30 a.m. PST  | Theatre access opens  |  |
|  | 9:30 a.m. PST  | Production and Gallery rooms open for Staff: enter through a security entrance on Gale Dr. South Of Wilshire; check-in at side lobby (left of security entrance) |  |
|  | 10 a.m. PST  | Production Express Lighting access and load in  |  |
|  | 10:30 a.m. PST  | Lighting and AV installation begins |  |
|  | 10:30 a.m. - 12 p.m. PST  | Decor access and load in deliveries listed below  | Jenna and Nicole direct and lead in set up  |
|  | 11 a.m. PST | Rental decor arrives  | Jenna and Nicole  |
|  | 11:30 a.m. PST | DJ booth arrival and set up  |  |
|  | 11:30 a.m. PST | Security and press barriers set up  |  |
|  | 12:00- 1:30 p.m. PST | Red carpet set up begins  |  |
|  | 12:00 p.m. PST | The caterer arrives (Jay’s Catering) \*Uniforms given\*Set up begins  | Nicole |
|  | 1:00 p.m. PST | Vouchers and tickets pulled for talent and valet.  |  |
|  | 1:00 p.m. PST |  Photographer arrives  |  |
|  | 1:00 p.m. PST | Bar set up  |  |
|  | 1:00 p.m. PST | ALL STAFF MEETING in the side lobby room \*Badges, earpieces distributed, last-minute preparations |  |
|  | 2:30 P.M. PST | PR team arrives  |  |
|  | 3 P.M. PST | Press Check-in set up | Premiere Event Company  |
|  | 3 P.M. PST | General Admission Check-in set |  |
|  | 3:30 P.M. PST | Press Load In  |  |
|  | 3:45 PM PST | Publicists pick up tickets and badges for themselves and talent |  |
|  | 4 PM PST | Red Carpet Opens\*Lobby for talent is set with vendors and refreshments\*Event staff on stand-by to hand out parking vouchers, tickets and badges  |  |
|  | 4:00-4:15 PM PST | General Admission arrives |  |
|  | 4:10 PM PST | Neal Purvis and Robert Wade arrive | Executive Car Service |
|  | 4:15 PM PST | Dame Shirley & Nancy Sinatra Bassey Arrives | Executive Car Service |
|  | 4:15 PM PST | Michael G. Wilson Arrives | Executive Car Service |
|  | 4:20 PM PST | Cary Joji Fukunaga arrives | Executive Car Service |
|  | 4:20 PM PST | Barbara Brocoli arrives | Executive Car Service |
|  | 4:25 PM PST | Jeffrey Wright Arrives | Executive Car Service |
|  | 4:25 PM PST | Billy Magnussan Arrives | Executive Car Service |
|  | 4:30 PM PST  | Naomi Harris Arrives | Executive Car Service |
|  | 4:30 PM PST | Ana de Armas Arrives | Executive Car Service |
|  | 4:30 PM PST | Billie Eilish Arrives | Executive Car Service |
|  | 4:35 PM PST | Ralph Fiennies Arrives | Executive Car Service |
|  | 4:35 PM PST | Ben Whishaw Arrives | Executive Car Service |
|  | 4:40 PM PST | Lashana Lynch Arrives | Executive Car Service |
|  | 4:40 PM PST | Léa Seydoux Arrives | Executive Car Service |
|  | 4:45 PM PST | Rami Malek Arrives | Executive Car Service |
|  | 4:45 PM PST | Daniel Craig Arrives | Executive Car Service |
|  | 4:50 PM PST | Dame Judy Dench Arrives | Executive Car Service |
|  | 5:00 PM PST | Dim lights for guests to take seats |  |
|  | 5:05 PM PST | Lights Down and film rolls |  |
|  | 6:00 PM PST | DJ Arrives | Kygo |
|  | 7:00 PM PST | Set out gift bags | John |
|  | 8:00 PM PST | Lights upCocktail reception starts |  |
|  | 8:30 PM PST | Kygo’s Set begins |  |
|  | 9:00 PM PST | Strike Crew Arrives |  |
|  | 10 PM PST | Kygo’s set ends |  |
|  | 10:15-10:30PM PST | Reception ends; guest departure;  | Executive Car Service |
|  | 11:00 PM  | Strike Team Begins Breakdown |  |
| Saturday, October 9, 2021 |  | Strike Concludes  |  |

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**Creative & Shipping Tracker**

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| --- | --- | --- | --- | --- |
| **Item**  | **Delivery Date** | **Address** | **Status/Tracking #** | **Notes**  |
| Invitations (serve as tickets) | August 1  | Danjaq (Eon Productions Affiliate)11400 Olympic Blvd.Suite 1700Los Angeles, CA90064 | USPS: 123456789 | Provided by Anthology Prints  |
| Press + Staff Badges | October 5  | Saban Theater 8440 Wilshire Blvd, Beverly Hills, CA, 90211 | USPS: 987654321 | Zazzle  |
| Flash Drive with Logo  | October 6  | Saban Theater 8440 Wilshire Blvd, Beverly Hills, CA, 90211 | UPS: 2775392810 | Flashbay.com through UPS |
| Miniature Bombay Sapphire Gin bottles | October 6  | Saban Theater 8440 Wilshire Blvd, Beverly Hills, CA, 90211 | FedEx: 712712612 | Blackwell’s Wine |
| Cocktail Shakers with logo | October 6  | Saban Theater 8440 Wilshire Blvd, Beverly Hills, CA, 90211 | FedEx: 64372810 | AnyPromo.com |
| Toy Aston Martin | October 6  | Saban Theater 8440 Wilshire Blvd, Beverly Hills, CA, 90211 | USPS: 42315611 | Sold through Amazon |
| Cocktail Cards  | October 6  | Saban Theater 8440 Wilshire Blvd, Beverly Hills, CA, 90211 | FedEx: 561662987 | Etsy |
| Gift Bags + Tissue Paper  | October 6  | Saban Theater 8440 Wilshire Blvd, Beverly Hills, CA, 90211 | USPS: 44213874 | Sold through Amazon |
| Signage for Entrance, Red Carpet, and Reception  | October 7  | Saban Theater 8440 Wilshire Blvd, Beverly Hills, CA, 90211 | FedEx: 12818204 | Red Carpet Entrances  |
| Table Cards  | October 7  | Saban Theater 8440 Wilshire Blvd, Beverly Hills, CA, 90211 | UPS: 128723749 | Basic Invite  |
| Custom Cocktail Napkins  | October 7  | Saban Theater 8440 Wilshire Blvd, Beverly Hills, CA, 90211 | UPS: 1281288172 | Zazzle  |
| Candles & Vases  | October 7  | Saban Theater 8440 Wilshire Blvd, Beverly Hills, CA, 90211 | UPS: 737324910 | Yummy Candles  |
| Martini Glass Decor  | October 7  | Saban Theater 8440 Wilshire Blvd, Beverly Hills, CA, 90211 | UPS: 8272370110 | William Sonoma  |
| Table Cloths  | October 7  | Saban Theater 8440 Wilshire Blvd, Beverly Hills, CA, 90211 | UPS: 2399121091 | EFavorMart.com  |
| Aisle Runner  | October 7  | Saban Theater 8440 Wilshire Blvd, Beverly Hills, CA, 90211 | UPS: 1929192120 | Table Cloths Factory  |

**Vendor List**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Type of Service** | **Company**  | **Point of Contact** | **Phone Number/Email** | **Status**  |
| Venue  | Saban Theater | John |  |  |
| Caterer  | Jay’s Catering  | Jenna |  |  |
| Car Service  | Executive Car Service LA | Isabel |  |  |
| Videographer | Eddie Jag | Skylar  |  |  |
| Press Check In |  | Nicole |  |  |
| General Check In  |  | Jenna |  |  |
| Photographer  | Gilles Bensimon | John  |  |  |
| Lighting  | Production Express Inc.  | Skylar |  |  |
| Red Carpet  | Red Carpet Systems | Skylar |  |  |
| DJ  | Kygo | John |  |  |
| Premiere Party Rentals  | Set Up and Strike Crew  | Isabel |  |  |

**Media Contacts**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Contact\*** | **Outlet**  | **Point of Contact** | **Notes**  | **Status**  |  |
| Jimmy Walsh  | ABC | Skylar  |  |  |  |
| Grace Strickland  | Access-Hollywood  | John  | Requesting extra passes |  |  |
| Sarah Greshing | CBS Los Angeles  | Skylar  |  |  |  |
| John Taylor | E! | Skylar  | Requested an exclusive (Daniel Craig and Ryan Seacrest) |  |  |
| Joan Adams | Entertainment Tonight | Isabel  | Wants interview with Daniel Craig before the red carpet |  |  |
| Tamara Smith  | NBC | Skylar |  |  |  |
| Bradon Martin  | NBC Universal  | John | Send some questions to answer by the cast |  |  |
| Maia Reed | Extra TV | Isabel  |  |  |  |
| Meredith McGrath  | FOX  | Nicole  |  |  |  |
| Ian Dorsey  | LA Weekly | Nicole  | Wants to cover to know who dressed every cast member |  |  |
| Claudia Demarco  | Viacom CBS UK | Jenna  |  |  |  |
| Emma Bernard  | American Cinematographer | Jenna | Wants a sitdown with the film’s Director |  |  |
| Tom Brokaw | Backstage | Isabel  |  |  |  |
| Walter Didion  | Billboard | Nicole |  |  |  |
| Barbara Ephron  | Box Office Magazine | Skylar | Sit down with the movie’s executive producers |  |  |
| Frances Friedman  | Entertainment Weekly | JohnNicole |  |  |  |
| Marta Gourevitch  | Esquire | Jenna  | Wants interview at cocktail hour  |  |  |
| Katharine Graham  | GQ US | Isabel | Attending Red Carpet  |  |  |
| Linda Greenhouse  | GQ UK | Skylar  |  |  |  |
| Pete Davis | In Touch Weekly  | Nicole |  |  |  |
| Murray Koppel  | LA Times | John | Want a photo shoot with the main characters |  |  |
| Charles Kramer | Men’s Health  | Skylar | Shortlist of questions of Daniel Craig’s diet and exercise routine |  |  |
| Jojo Kuralt | Men’s Journal | Jenna |  |  |  |
| Adrian Lewis | Moviemaker Magazine | Isabel  |  |  |  |
| Nicole Le Blanc | NY Times | Nicole | They want to meet the film’s screenwriters  |  |  |
| Walter Lukas | OK! | Isabel |  |  |  |
| Anthony Lippman  | People Magazine | Skylar | Want to make an article about a Covid-time production |  |  |
| Jane McCarthy  | Star  | John |  |  |  |
| Mary Mayer  | The Hollywood Reporter  | Jenna | Want a tell-all about the film gossips  |  |  |
| John Mencken  | TV guide | Nicole |  |  |  |
| Henry Mcphee | The U.S. weekly  | Isabel  |  |  |  |
| Anna Mitchell  | Vanity Fair | Skylar | Interview with the film’s costume designer  |  |  |
| Bill Moyers | Vogue  | John  |  |  |  |
| Emma Parks | Wall Street Journal  | Jenna |  |  |  |
| David Broder | Washington Post  | Isabel  | Want to interview the film’s director and producers |  |  |
| Gabriella Polk | Associated Press  | John  |  |  |  |
| Gabe Pyle | Business Insider  | Jenna |  |  |  |
| Ernie Pressman  | Buzzfeed  | Nicole | Want to make a fashion police-type article |  |  |
| Annie Rather | E! Online | Isabel  |  |  |  |
| David Rosenthal  | Forbes | Nicole | Want to interview with the studio about an article about the movie’s budget |  |  |
| Sascha Rowan | GQ | Isabel  |  |  |  |
| Christine Royko  | Hollywood Insider | Jenna |  |  |  |
| Marlene Sanders | Huffington Post  | Isabel  | Want a sit down at the cocktail party |  |  |
| Julia Sheenan  | IMDB | Nicole |  |  |  |
| Stephany Shilts | INSIDER | Jenna | Attending Red Carpet  |  |  |
| Susan Steele  | Instyle | John  |  |  |  |
| Greicy Sontag | Los Angeles Magazine  | Skylar |  |  |  |
| Olivia Steffens  | Movie Guide | Isabel  |  |  |  |
| Jimmy Breslin  | New York  | Nicole | Want a tell-all about the film gossips  |  |  |
| Gloria Stone | People | Jenna |  |  |  |
| Dorothy Thompson  | Refinery 29 | John |  |  |  |
| Barbara Trudeau  | Reuters | Skylar | Attending Red Carpet  |  |  |
| Ida White | Rollingstone  | Isabel  |  |  |  |
| Alexia Maarcotte | The Guardian  | Jenna | Wants a sitdown with the film’s Director |  |  |
| Vanessa Johson  | Vulture | Nicole |  |  |  |
| Amy Curry | USA today  | John  |  |  |  |
| Ann Kaufman  | Deadline  | Isabel  | Send some questions to answer by the cast |  |  |
| April Khalid  | Variety  | John |  |  |  |

**Staff Assignments/Contact Sheet**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name**  | **Agency**  | **Assignment**  | **Phone Number**  |
| Megan Bendis  | Universal Pictures  | Floaters/Execs (3) | (818) 777-1000 |
| Catherine Antonio | Universal Pictures  | Floaters/Execs (3) |  |
| Julie Brantley  | Universal Pictures  | Daniel Craig  |  |
| Mark Markline | Universal Pictures  | Rami Malek  |  |
| Tiffany Duersch  | Universal Pictures  | Neal Purvis and Robert Wade |  |
| Amanda Stirling  | Universal Pictures  | Cary Joji Fukunaga |  |
| Hannah Orlin  | Universal Pictures  | Lashana Lynch  |  |
| Amanda Iven | Universal Pictures  | Ralph Fiennes  |  |
| Colette Farzan  | Universal Pictures  | Red Carpet Floater |  |
| Elizabeth Duggins  | Universal Pictures  | Cars |  |
| Ryleigh Blachley  | Universal Pictures  | Event Lead, Execs |  |
| Alexandra Meltzer | Universal Pictures  | Red Carpet Lead |  |
| Carly Nelson  | Universal Pictures  | Videographer |  |
| Isabella Brody | Universal Pictures  | Event Runner |  |
| Cody Addario  | Universal Pictures  | Red Carpet Lead |  |
| Caroline Depta | Universal Pictures  | Red Carpet Runner |  |
| Trevor Shannon  | Universal Pictures  | Talent Departures at Hotel  |  |
| Lauren Vultee | Fox Greenberg PR | Event Logistics  | (323) 933- 8900 |
| Gina Lengeling  | Fox Greenberg PR  | Event Logistics  |  |
| Lulu Cohen  | Lobeline Communications | Carpet | (310) 807-3653 |
| Anna Acosta  | Lobeline Communications | Carpet |  |
| Solange Sinclair  | Lobeline Communications | Carpet |  |
| Amanda Lencina | Lobeline Communications | Carpet |  |
| Stefanee Alacantar | Lobeline Communications | Carpet |  |
| Pearl Maguire | Lobeline Communications | Carpet |  |
| Kate-Madonna Hindes | Lobeline Communications | Carpet |  |
| Maria Radice | Lobeline Communications | Carpet |  |
| Evelyn Benjamin  | Lobeline Communications | Carpet |  |

**Floor Plans**

