**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.     |  |  | | --- | --- | |  | All Staff | |  | Talent Arrivals | |  | Timeline/Production |  |  |  |  |  | | --- | --- | --- | --- | | **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 up  Cocktail 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 |  | |

**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 1700  Los Angeles, CA  90064 | 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**

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| --- | --- | --- | --- | --- |
| **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 | John  Nicole |  |  |  |
| 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**

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| --- | --- | --- | --- |
| **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**

