

**Red Bull Summer Edition Juneberry Launch Cocktail Hour
and Dinner
Saturday, June 24, 2023**

Venue Location

Launch Cocktail Hour and Dinner	Hotel Casa del Mar 1910 Ocean Way Santa Monica, CA 90405
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Run of Show

ARRIVAL INSTRUCTIONS

GENERAL ADMISSION: Main entrance of Hotel Casa del Mar located on Ocean Way.
STAFF/VENDORS: Must enter through loading dock located on Ocean Way just past valet parking entrance.

	Production/Set up
	Guest arrival

DATE	TIME	DESCRIPTION	RESPONSIBLE
Sat, Jun 24	4:00pm	Venue opens/Load In Launch Team arrival prior to vendors	Abigail Barkley Tyler DiMarco Adelaide Escott Riley Onsi Emily Bisk Brooke Wine
	4:05pm	AV set up *In Catch Restaurant *Mic *Red Bull logo projection in restaurant entrance	Hotel Casa del Mar Emily Bisk
		Lighting arrival and installation *String lights in Palm Terrace *Accent lighting in Catch Restaurant *Red Bull sign above bar	American Party Lights Brooke Wine
	4:20pm	Red Bull Can arrival and installation *In Catch Restaurant entrance *Balloons *Drapes	Made First Brooke Wine

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DATE	TIME	DESCRIPTION	RESPONSIBLE
	4:35pm	Cocktail Hour and Dinner tables set up *In Palm Terrace and Catch Restaurant *Linens *Menus *Placesetting *Centerpieces *Place cards	Hotel Casa Del Mar/Catch Restaurant Tyler DiMarco Emily Bisk Brooke Wine
	5:00pm	Photographer arrives *Kalina Mondzholovska	Brooke Wine
		Photobooth arrives *In Palm Terrace	Photomatica Riley Onsi
		Put up signage/easels *Direction arrows (Check in/Bathrooms) *Welcome signs	Emily Bisk
		Check in area set up *Entrance to Catch Restaurant *Guest list - Clipboards	Abigail Barkley Adelaide Escott
	5:30pm	Bar set up *In Palm Terrace *2 bars *Branded cocktail stirrers	Catch Restaurant Tyler DiMarco
	6:00pm	Doors Open – Cocktail Hour *In Palm Terrace	
		Guest check in	Abigail Barkley Adelaide Escott
		Begin serving passed hors d'oeuvres *Prosciutto and Melon Skewers *Bruschetta (V) *Coconut Shrimp *Vegetable Spring Rolls (V)	Catch Restaurant Tyler DiMarco
	7:00pm	Bring guests to sit down dinner *In Catch Restaurant	Adelaide Escott Riley Onsi
	7:10pm	Serve appetizers *Red Beet Tartare (V) *Beef Carpaccio *Dungeness Crab Cake	Catch Restaurant Tyler DiMarco
	7:15pm	Remarks from Chris Hunt thanking everyone for coming and introducing Juneberry flavor *CEO Red Bull US	

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DATE	TIME	DESCRIPTION	RESPONSIBLE
	7:35pm	Serve main course *Seasonal Vegetable Risotto (V) *Miso Glazed Cod *Red Wine Braised Short Rib	Catch Restaurant Tyler DiMarco
	8:15pm	Serve dessert *Mini Dessert Plate	Catch Restaurant Tyler DiMarco
	8:40pm	Set out gift bags *Entrance to Catch Restaurant/Check-in Table *Athlete *Media	Abigail Barkley Adelaide Escott
	8:45pm	Chris Hunt says closing remarks/thank you	
	9:00pm	Event ends/Begin load out	Hotel Casa Del Mar/Catch Restaurant ALL STAFF
		Photographer leaves *Kalina Mondzholovska	Brooke Wine
		Photobooth removal	Photomatica Riley Onsi
		Cocktail Hour/Dinner Clean up *Food *Trash and Recycling *Linens *Silverware/Plates *Centerpieces	Hotel Casa del Mar/Catch Restaurant Tyler DiMarco
	9:30pm	AV removal *Mic *Red Bull logo projection	Hotel Casa del Mar Emily Bisk
		Lighting/decor removal *Accent lighting *Red Bull can and drapes *Red Bull sign	American Party Lights Emily Bisk Brooke Wine
		Collect/Pack up check in supplies, art/posters, easels, materials back to office	Abigail Barkley Adelaide Escott
	11:00pm	Load out complete	

Creative & Shipping Tracker:

CR #	Creative Request	Notes	Delivery Address/Date	Status
	Key Art Posters/Place Cards/Directions/Menus	FedEx	Hotel Casa del Mar 1910 Ocean Way Santa Monica, CA 90405 FedEx Delivered 6/22	785005286432
	Branded Cocktail Stirrers	SmartPack USA	Hotel Casa del Mar 1910 Ocean Way Santa Monica, CA 90405 FedEx Delivered 6/22	012846572290
	Gift Bags *Athlete *Media	Assembled at office	Arriving with Adelaide Escott	
	Easels (10 count)	From office	Arriving with Abigail Barkley	
	Pens, Scissors, Sharpies, Tape (Scotch/Blue), Clipboards, Sticky Notes, First Aid	From office	Arriving with Tyler DiMarco	

Vendor List

Vendor	Company	POC	Notes	Status
Caterer	Catch Restaurant	Li-Ling Li	(310) 581-5533 li-ling.li@etchotels.com	Confirmed
Venue	Hotel Casa del Mar	Li-Ling Li	(310) 581-5533 li-ling.li@etchotels.com	Confirmed
Photographer	Kalina Mondzholovska	Kalina Mondzholovska	(310) 203-7177 mondzholovska@snappr.com	Confirmed

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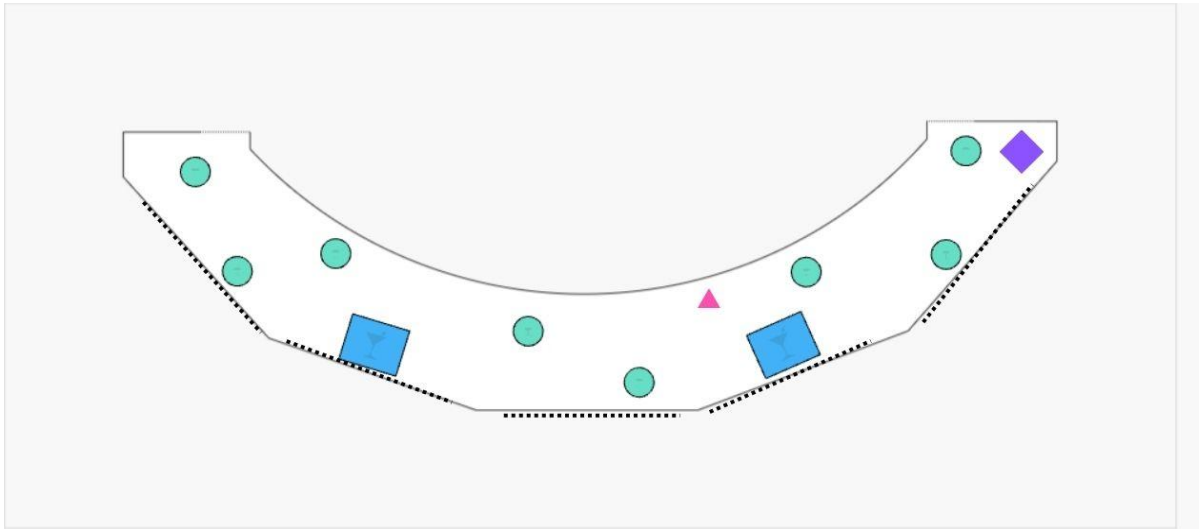
Printed Signage	FedEx	Hannah Shepard	(818) 308-5792	Confirmed
Lighting	American Party Lights	Bob Wessinger	(818) 998-4365 bwessinger@aplights.com	Confirmed
Photobooth	Photomatica	Lisa McFarland	(415) 466-8700 lisa@photomatica.com	Confirmed
Red Bull Can	Made First	Willow Daters	(615) 583-9113 willow@madefirst.com	Confirmed

Staff Assignments + Contact Sheet:

Name	Agency	Assignment	Cell
Abigail Barkley	Red Bull	Event Lead, Check In	(415) 990-4708
Tyler DiMarco	Red Bull	Event Lead, Restaurant Operations	(917) 848-2418
Adelaide Escott	Red Bull	Floater, Check In, Media	(832) 773-7897
Riley Onsi	Red Bull	Floater, Athletes/Execs, Photobooth	(240) 535-5383
Emily Bisk	Red Bull	Floater, Decor Set Up/Break Down	(301) 452-9373
Brooke Wine	Red Bull	Decor Set Up/Break Down, Photography	(212) 600-8912

Floor Plans

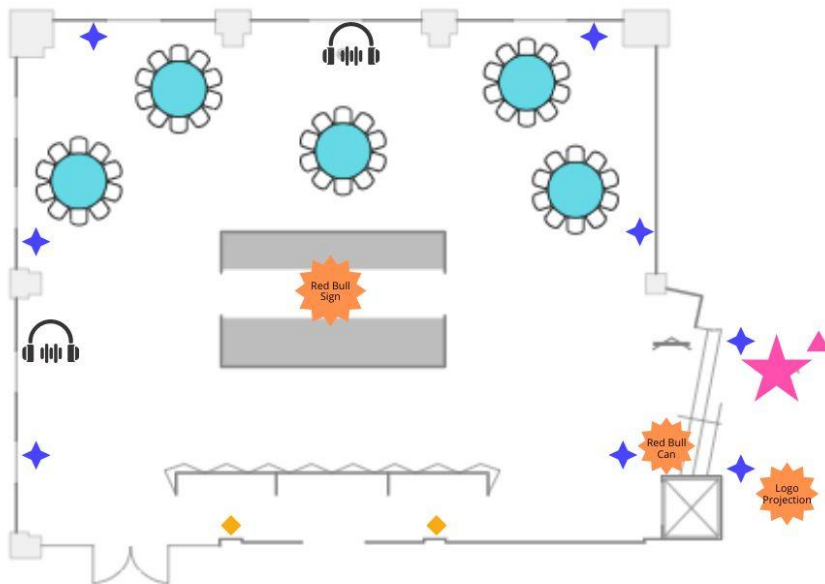
Cocktail Hour, Palm Terrace



Key

- ▲ Welcome Signage
- ◆ Photobooth
- Cocktail tables
- Bar
- String lights

Dinner, Catch Restaurant



Key

- ◆ Service entrance
- ★ Check-in Table
- ⊛ Decor
- ▲ Welcome/Check-in Signage
- ◆ Accent Lights
- Tables
- ▬ Bar
- 🎧 A/V - Mic + Speaker