

# Production Guide

**Event Name: FirstEnergy - Holmdel, NJ**

Event Set Up: 03/13/25

Event Date: 03/14/25

Time Zone: EST

**CONTENT & PRODUCTION FILES:**

Name	Role	Phone Number	Email	Company
	Producer			Redstory
	Production Manager			ASL
	Production Manager			ASL
	FE - Client Point Person			FirstEnergy

Names and contact info has been deleted to protect people privacy

**Venue Details**

Venue Name	Venue Address	Venue Contact	Email	Phone

**Production Schedule**

Item	Date	Time	Notes
Rental Car Pickup	03/12/25	9:00	Anyone who is free, otherwise please scheule time with Barry
Travel	03/12/25	9:30	New Jersey
Travel	03/12/25	TBD	Fairlawn
Travel	03/12/25	TBD	Williamsport
Travel	03/12/25	TBD	Holland
Travel	03/12/25	TBD	Fairmont
Travel	03/12/25	TBD	Greenburg
Load in	03/13/25	8:00 AM	
Rehearsals	03/13/25	3:00 PM	
Crew arrive	03/14/25	<b>8:00 AM</b>	
Show time	03/14/25	9:00 AM	
Meeting ends	03/14/25	10:30 AM	
Load out	03/14/25	11:00 AM	

**Production Logistics**

Item	Details
Truck A - NJ	Pick up at Shop
Rental Car A - NJ	Pickup at Sawmill
Rental Car B - Fairlawn	Pickup at Sawmill
Rental Car C - Williamsport	Pickup at Sawmill
Rental Car D - Holland	Pickup at Sawmill
Rental Car E - Fairmont	Pickup at Sawmill
Rental Car F - Greensburgh	Pickup at Sawmill

**Room Layout**

Room	Link
First Energy - New Jersey	<a href="#">New Jersey</a>
First Energy - Fairlawn	<a href="#">Fairlawn, OH</a>
First Energy - Williamsport	<a href="#">Williamsport, MD</a>
First Energy - Holland	<a href="#">Holland, OH</a>
First Energy - Fairmont	<a href="#">Fairmont, WV</a>
First Energy - Greensburgh	<a href="#">Greensburg, PA</a>

**All remote locations** - Camera at front of room next to screen facing out into the room, mic on stand in center of the room so presenter is facing the screen

**Crew & Roles**

Name	Role	Phone	Email	Transportation
	PM/Lighting Director			Flying
	Audio Director			Flying
	Video Director			Flying
	Live Stream/Camera			Flying
	Truck Driver			Driving
	Tech - Fairlawn, OH			Driving
	Tech - Williamsport, MD			Driving
	Tech - Holland, OH			Driving
	Tech - Fairmont, WV			Driving
	Tech - Greensburg, PA			Driving

**Hotel Info** (Note: Use only if separate from venue)

Hotel Name	Hotel Address	Check-in Date	Check-Out Date
<a href="#">Holiday Inn Hazlet</a>	2870 NJ-35, Hazlet, NJ 07730	3.12.25	3.14.25
<a href="#">Holiday Inn Akron West - Fairlawn</a>	4073 Medina Rd, Akron, OH 44333	3.12.25	3.14.25
<a href="#">Country Inn &amp; Suites by Radisson, Hagersto</a>	17612 Valley Mall Rd, Hagerstown, MD 21740	3.12.25	3.14.25
<a href="#">Hampton Inn &amp; Suites Toledo/Westgate</a>	3434 Secor Rd, Toledo, OH 43606	3.12.25	3.14.25
<a href="#">Hampton Inn Fairmont</a>	2121 Pleasant Valley Rd, Fairmont, WV 26554	3.12.25	3.14.25
<a href="#">Hampton Inn Greensburg</a>	1000 Towne Square Dr, Greensburg, PA 15601	3.12.25	3.14.25

**Other Vendors**

Vendor	Contact	Phone	Email
Enterprise Sawmill	<a href="https://www.enterprise.com/en/car-rental">https://www.enterprise.com/en/car-rental</a>		