

# Production Process

Proper Liability Insurance

GS Entertainment

Set/Staging

renderings

- set
- enterences
- gobos client sign-off
- staging needs
- carpet/color
- stairs/ramp
- signs client sign-off
- drape for set - amount/who
- podiums

order drape

music/entertainment

venue

- staging
- CADs
- power
- tech doc.
- drape (who, amount)
- see other docs
- Insurance form to venue

Scripting

- writer research
- client interviews
- reviews

Legend

crew catering

on-site

**1** total Production Schedule

venue tech sheet

creative elements

- video production
- graphics
- set renderings
- props

security

graphic creation and review

get materials from clients

**1** creation of initial looks to client

budgeting and contracting

Producer

BlinkTeam

Associate Producers

John Bailey

roll definition

roll definition

TBD

Executive Producer

Stephen

expert writer

writer



Producer

BlinkTeam

Elin

Team members identified

John Doe

Jane Doe

graphics

stage managers

Mary Smith

prompter

Locale dependent

Peter

video producers

Denise