

 **ZOë PRODUCTIONS**[®]
A LIVE EVENT PRODUCTION COMPANY

[CAPABILITIES]

SERVICES BREAKDOWN

PRE-PRODUCTION & PLANNING

- › Site Selection
- › Venue Management & Communication
- › Pre-visualization // Layouts // 3D Renderings
- › Site Plans
- › Theme & Brand Experience Development
- › Sponsorship Management
- › Social Media Planning
- › BEO Review and Maintenance
- › Guest Communications (Invitations, Web, etc.)
- › Travel Planning (Guest & Crew Travel)
- › Management of Travel Vendors
 - › *Travel Agencies*
 - › *Shuttle // Limo Service*
 - › *Airlines*
 - › *Hotel Accommodations*
- › Event Registration
 - › *Website Development*
- › Mobile Application Development

EVENT LOGISTICS & OPERATIONS

- › Production Scheduling
- › Onsite Inventory Management
- › Management of Onsite Staffing
 - › *Registration Staff*
 - › *Directional Staff*
 - › *Hosts // Hostesses*
 - › *Promotional Teams*
- › Operations Crew (behind the scenes)
- › Research, Procurement, and Management of All Event Rentals
- › Management of Behind the Scenes Elements
 - › *Craft Services*
 - › *Radios*
 - › *Trucking*
 - › *Parking*
 - › *Production Offices*
- › Shipping and Cargo Logistics
- › Communication with Fire and Police Officials
- › Permitting and Research
- › Procurement and Management of:
 - › *Security Services*
 - › *Onsite Fire and Safety Officers*
 - › *Onsite EMTs*
 - › *Cleaning // Janitorial Services*

SHOW & MULTI-MEDIA PRODUCTION

- › Show Flow Development
- › Content Creation
 - › *Full-Scale Film and Video Production*
 - › *Motion Graphics and Animation*
 - › *Custom Sound Design*
 - › *Graphic Design*
 - › *Presentation Creation*
- › Content Management (Collecting, Testing, and Organizing Presentations)
- › Stage Management
- › Speaker Communications
- › Speaker Training and Prep
- › Script Writing
- › Music Design (Custom Playlists, Bumpers, and Audio Effects)
- › Music Licensing
- › Management and Procurement of:
 - › *Stage Hands and Crew*
 - › *Teleprompter Services*
 - › *Backline Rentals*
 - › *Announcers / VOGs*
 - › *Photographers*
 - › *Videographers*

TECHNICAL PRODUCTION

- › Technical Direction
- › Management of Breakout Sessions
- › Technical Design and Planning (Audio and Video Engineers, Lighting Designers, etc.)
- › Liaise with Union Foreman
- › Management of all Technical Vendors and Services
 - > Audio Production / Gear / Crew
 - > Lighting Production / Gear / Crew
 - > Video Production / Gear / Crew
 - > Grip and Electric (Rigging, Generators, Power Distribution)
 - > Special Effects

DESIGN AND DECOR

- › Creative Concept Development and Overall Event Design
- › Brand Experience Design
- › Sponsor Customization
- › Scenic Design
- › Scenic and Decor Fabrication
- › Floral Design and Creation
- › Management and Implementation of Event Decor Vendors
 - > Furnishings and Bars
 - > Props and Specialty Decor
 - > Linens
 - > Lighting Fixtures
 - > Drapery

PRINTING | PROMO | SIGNAGE | GIFTS

- › Graphic & Signage Design
- › Preflight Graphic Management / Preparation of Print Files
- › Appliqués and Custom Lettering
- › Promo and Gift Item Research and Development
- › Custom Gifting Packages
- › Management of Vendors
 - > Printers (Small & Large Format)
 - > Promo Item Providers
 - > Award Statuettes
 - > Gifting Vendors
 - > Fulfillment Services

FOOD & BEVERAGE

- › Menu Design
- › F&B Research
- › Integration of Food and Beverage Sponsors
- › Onsite F&B Direction & Management (Liaison with Venue F&B)
- › Management of F&B Vendors
 - > Caterers
 - > Bar Services
 - > Specialty F&B Services (Interactive Food Programs, etc.)

BUSINESS AFFAIRS & FINANCIAL

- › Budget Consultation, Development, and Maintenance
- › Management and Handling of all Financials and Payables
- › Collection of all Applicable Vendor COI's
- › Onsite petty cash and gratuity Management
- › Procurement and Management of:
 - > Specialty insurance needs
 - > Merchant Services

ENTERTAINMENT

- › Development of Custom Entertainment
- › Rider Fulfillment
- › Greenroom and Hospitality Execution
- › Costuming and Props
- › Management and Procurement of Talent
 - > Headline / Celebrity Talent
 - > keynote Speakers
 - > Musical Talent
 - > Interactive // Unique // Specialty Talent