

Air4media Pilot v1.0 BETA | ACME Creative Agency OWNER | ACME Creative Agency | Laurent P Groult

Projects

1508 Active | 363 Proposed | 369 In Production | 2457 Completed

Search projects... All Status All Types All Priorities Newest 2021 projects

| | | |
|---|--|---|
| <p>Sunset Events Group Sunset Events 2026 Retainer In Production High RETAINER \$480,000.00 29% paid Apr 18 - Spring Gala Creative Direction 5 Rachel Chen Created Mar 15, 2026</p> | <p>Elevation Music Festival Elevation Festival 2026 Planning Urgent MULTI-DAY \$450,000.00 18% paid Mar 20 - Promo Video Shoot 8 Derek Johnson Created Mar 15, 2026</p> | <p>Riverside Convention Center Riverside 2026 Convention Series In Production High MULTI-DAY \$320,000.00 11% paid Apr 1 - Q2 Convention Planning 5 Robert Tran Created Mar 15, 2026</p> |
| <p>Pacific Coast Hospitality Pacific Coast 2026 Campaign In Production RETAINER \$220,000.00 8% paid Apr 5 - New Property Photo Shoot 2 James Nakamura Created Mar 15, 2026</p> | <p>Vista Wellness Retreats Vista Wellness 2026 Brand Campaign Planning PRODUCTION \$165,000.00 0% paid Mar 25 - Brand Workshop 2 Elena Vasquez Created Mar 15, 2026</p> | <p>Harborview Properties Harborview Launch Campaign Proposed PRODUCTION \$280,000.00 0% paid Apr 1 - Jul 31 William Foster Created Mar 15, 2026</p> |
| <p>Meridian Tech Solutions Meridian Digital Rebrand Proposed PRODUCTION \$180,000.00 0% paid Apr 15 - Aug 31 Jennifer Olson Created Mar 15, 2026</p> | <p>Harborview Properties App Design - Harborview Properties Q1 ... In Production MULTI-DAY \$66,600.00 40% paid Mar 9 - Jun 11 Timothy Howard Created Mar 9, 2026</p> | <p>Riverside Convention Center Brand Audit - Riverside Convention Cent... Contracted RETAINER \$47,170.00 0% paid Mar 9 - May 16 Mary Wilson Created Mar 9, 2026</p> |
| <p>Bloom & Flourish Florals App Design - Bloom & Flourish Florals Q... Proposed Urgent SINGLE EVENT \$109,000.00 0% paid Mar 9 - Jun 28 Pamela Sanchez Created Mar 9, 2026</p> | <p>Pacific Coast Hospitality SEO Package - Pacific Coast Hospitality ... Proposed SINGLE EVENT \$123,000.00 0% paid Mar 9 - Mar 26 Raymond Williams Created Mar 9, 2026</p> | <p>Pacific Coast Hospitality Event Branding - Pacific Coast Hospitalit... In Production Urgent CUSTOM \$44,440.00 68% paid Mar 9 - Jun 30 Lisa Thomas Created Mar 9, 2026</p> |
| <p>Harborview Properties SEO Package - Harborview Properties R... Planning Low PRODUCTION \$172,640.00 0% paid Mar 8 - Jun 14 Shirley Rodriguez Created Mar 8, 2026</p> | <p>Harborview Properties Content Campaign - Harborview Propert... Planning Urgent SINGLE EVENT \$77,760.00 0% paid Mar 8 - Jun 23 Emma Nguyen Created Mar 8, 2026</p> | <p>Pacific Coast Hospitality Brand Identity - Pacific Coast Hospitality... Contracted Low SINGLE EVENT \$43,680.00 0% paid Mar 8 - Apr 30 Stephanie Torres Created Mar 8, 2026</p> |
| <p>Golden State Catering Co. Content Campaign - Golden State Cateri... In Production Low PRODUCTION \$40,670.00 57% paid Mar 8 - Jun 15 Brandon Anderson Created Mar 8, 2026</p> | <p>Harborview Properties UX/UI Sprint - Harborview Properties La... Contracted High SINGLE EVENT \$47,470.00 0% paid Mar 8 - Apr 10 Jeffrey Parker Created Mar 8, 2026</p> | <p>Bloom & Flourish Florals Trade Show - Bloom & Flourish Florals Q... Planning Urgent MULTI-DAY \$115,900.00 0% paid Mar 8 - May 3 Sarah King Created Mar 8, 2026</p> |
| <p>Elevation Music Festival Brand Refresh - Elevation Music Festival... Contracted High PRODUCTION \$164,680.00 0% paid Mar 8 - Apr 1 Helen Mendoza Created Mar 8, 2026</p> | <p>Bloom & Flourish Florals Social Strategy - Bloom & Flourish Flora... In Production High CUSTOM \$53,410.00 50% paid Mar 8 - Apr 14 Matthew Myers Created Mar 8, 2026</p> | <p>Harborview Properties UX/UI Sprint - Harborview Properties Q1... Contracted Low PRODUCTION \$151,050.00 0% paid Mar 7 - Apr 6 Debra Mendoza Created Mar 7, 2026</p> |
| <p>Harborview Properties Brand Audit - Harborview Properties Ph... In Production SERVICE \$66,960.00 54% paid Mar 7 - Jun 29 Katherine Miller Created Mar 7, 2026</p> | <p>Meridian Tech Solutions Podcast Launch - Meridian Tech Solution... Proposed High PRODUCTION \$152,000.00 0% paid Mar 7 - Apr 16 Jeffrey Gomez Created Mar 7, 2026</p> | <p>Harborview Properties Email Marketing - Harborview Propertie... Planning Urgent RETAINER \$81,480.00 0% paid Mar 7 - May 6 Michelle Wright Created Mar 7, 2026</p> |

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Projects

Manage every project and event from first proposal to final payment. ACME Creative Agency's full pipeline — proposals, contracts, invoices, expenses, and team assignments — all live here in one place.

Key Features

- **Two Views:** Switch between a visual card grid and a sortable list table with payment totals and event counts
- **Clickable Stats:** Cards at the top show Active, Proposed, In Production, and Completed counts — click any to filter instantly
- **Project Types:** Single Event, Multi-Day Event, Production, Rental, Service, Retainer, or Custom
- **Status Tracking:** Move projects through Proposed → Contracted → Planning → In Production → Completed (or On Hold / Cancelled)
- **Priority Levels:** Low, Normal, High, or Urgent — color-coded throughout
- **Events:** Schedule multiple event dates within a project, each with its own type (Ceremony, Reception, Rehearsal, Setup, Breakdown, Meeting, Performance), times, and venue
- **Quotes:** Create and send quotes, set validity dates, and convert accepted quotes to contracts or invoices; save reusable templates
- **Documents:** Dual electronic signing — you and your client both sign directly in the platform; apply templates; generate invoices from signed contracts; share via a secure link
- **Invoices & Payments:** Create invoices, set up recurring billing (weekly to annual), record payments (Stripe, PayPal, bank transfer, check, cash, Venmo, Zelle), and share public payment links
- **Budget & Expenses:** Log Direct Expenses, Vendor Bills, or Resource Costs across 10 categories (Equipment, Labor, Venue, Travel, Materials, and more); link to a vendor; mark items as billable to the client
- **People & Resources:** Assign client contacts, team members, and external resources with custom roles; sync resource costs directly into the Budget tab
- **Activity Log:** Full chronological history of every action taken on a project

How to Use

1. Click **New Project**, fill in the **General** tab (name, client, type, status, priority, estimated value), add dates and venue on the **Dates & Venue** tab, add internal notes if needed, then

click **Save Project**

2. Click a project card — or the eye icon in list view — to open the project detail panel
3. Use the tabs inside the detail panel:
 - **Events** — schedule dates, times, and venues for each event in the project
 - **Quotes** — draft, send, and track quotes; convert accepted quotes to documents or invoices; use saved templates
 - **Documents** — send contracts for dual electronic signing; generate invoices once both parties have signed
 - **Invoices** — create invoices, record payments, set up recurring billing, and copy payment links
 - **Resources** — assign team members or equipment with roles; use **Sync Resource Costs** to pull their costs into the budget
 - **Budget** — log expenses by type and category; set annual revenue and expense targets; view live profit/loss
 - **People** — assign contacts and stakeholders with roles to track everyone involved
 - **Activity** — review the full action history
4. Switch to **List View** (list icon in the toolbar) for a sortable table with payment totals and event counts

Tips

- Click any **stat card** at the top to filter by that status — click again to clear
- Use the **toolbar filters** to narrow by status, type, or priority without leaving the main view
- The **Budget tab** shows estimated value, contracted value, total expenses, and live profit/loss — review it before sending a final invoice
- Mark expenses as **Billable** to flag costs that should be passed on to the client when invoicing
- Follow the recommended billing workflow: **Quote** → **Document** (signed contract) → **Invoice**
- Save quote and document content as **Templates** to speed up future projects
- Documents support **dual electronic signing** — once both parties sign, the status updates automatically
- Click the **expand icon** in the project detail header to open the panel in fullscreen mode
- Filter by **Urgent** priority to surface the projects that need immediate attention