



Air4media Pilot v10 BETA | ACME Creative Agency OWNER | ACME Creative Agency | Laurent P Groult

## Projects

1145 In Progress \$110,187,990.00 | 5 This Month | 2 Next 30 Days | 7 Upcoming Events

In Production 369 | All Active 1145 | Proposals 363 | On Hold 513 | Past 2979 | All

Search projects... All Types All Priorities Next Event 369 projects

<p>Riverside Convention Center <b>Riverside 2026 Convention Series</b> In Production High MULTI-DAY May 15 Q2 Convention — 3-Day Event 5 events total \$320,000.00 11% paid Robert Tran</p>	<p>Pacific Coast Hospitality <b>Pacific Coast 2026 Campaign</b> In Production RETAINER Apr 5 New Property Photo Shoot 2 events total \$220,000.00 8% paid James Nakamura</p>	<p>Sunset Events Group <b>Sunset Events 2026 Retainer</b> In Production High RETAINER Apr 18 Spring Gala Creative Direction 5 events total \$480,000.00 29% paid Rachel Chen</p>
<p>Sunset Events Group <b>Market Research - Sunset Events Group ...</b> In Production Low MULTI-DAY Oct 1 — Nov 14 \$123,420.00 74% paid Matthew Sanders</p>	<p>Pacific Coast Hospitality <b>Webinar Series - Pacific Coast Hospitatit...</b> In Production Urgent MULTI-DAY Oct 1 — Oct 23 \$102,460.00 74% paid Ryan Harris</p>	<p>Vista Wellness Retreats <b>Podcast Launch - Vista Wellness Retreat...</b> In Production PRODUCTION Oct 2 — Oct 27 \$141,930.00 53% paid Anthony Allen</p>
<p>Luxe Brand Studios <b>Podcast Launch - Luxe Brand Studios Q2...</b> In Production SERVICE Oct 3 — Dec 12 \$60,450.00 41% paid Patrick Morris</p>	<p>Golden State Catering Co. <b>UX/UI Sprint - Golden State Catering Co...</b> In Production Urgent PRODUCTION Oct 3 — Dec 18 \$162,680.00 92% paid Richard Miller</p>	<p>Sunset Events Group <b>Logo Design - Sunset Events Group Summ...</b> In Production SERVICE Oct 4 — Dec 4 \$9,700.00 45% paid Jessica Kim</p>
<p>Riverside Convention Center <b>Packaging Design - Riverside Conventio...</b> In Production Urgent MULTI-DAY Oct 4 — Nov 18 \$18,720.00 58% paid Andrew Thompson</p>	<p>Pacific Coast Hospitality <b>Corporate Video - Pacific Coast Hospitatit...</b> In Production High MULTI-DAY Oct 4 — Nov 11 \$82,400.00 57% paid Patricia Bailey</p>	<p>Sunset Events Group <b>Brand Guidelines - Sunset Events Group ...</b> In Production Urgent SERVICE Oct 4 — Jan 5 \$9,200.00 63% paid Christine Gutierrez</p>
<p>Vista Wellness Retreats <b>App Design - Vista Wellness Retreats Ph...</b> In Production Urgent MULTI-DAY Oct 5 — Dec 13 \$110,580.00 66% paid Joseph Clark</p>	<p>Vista Wellness Retreats <b>Video Production - Vista Wellness Retre...</b> In Production MULTI-DAY Oct 5 — Oct 22 \$128,650.00 42% paid Mary Turner</p>	<p>Luxe Brand Studios <b>Corporate Video - Luxe Brand Studios La...</b> In Production High PRODUCTION Oct 5 — Oct 25 \$72,750.00 65% paid Sandra Brooks</p>
<p>Riverside Convention Center <b>Print Collateral - Riverside Convention C...</b> In Production SERVICE Oct 7 — Nov 2 \$91,350.00 76% paid Joshua Diaz</p>	<p>Luxe Brand Studios <b>Newsletter Design - Luxe Brand Studios ...</b> In Production High CUSTOM Oct 7 — Dec 2 \$78,120.00 84% paid Michelle Perez</p>	<p>Harborview Properties <b>Email Marketing - Harborview Propertie...</b> In Production MULTI-DAY Oct 8 — Oct 31 \$48,380.00 67% paid Mark Allen</p>
<p>Meridian Tech Solutions <b>Newsletter Design - Meridian Tech Solut...</b> In Production CUSTOM Oct 10 — Jan 7 \$20,370.00 71% paid Rebecca Peterson</p>	<p>Harborview Properties <b>Influencer Campaign - Harborview Prope...</b> In Production Low MULTI-DAY Oct 11 — Dec 21 \$87,400.00 53% paid Raymond Watson</p>	<p>Bloom &amp; Flourish Florals <b>Brand Refresh - Bloom &amp; Flourish Florals...</b> In Production High RETAINER Oct 12 — Jan 28 \$152,640.00 78% paid Jeffrey Brown</p>
<p>Bloom &amp; Flourish Florals <b>Trade Show - Bloom &amp; Flourish Florals P...</b> In Production Low SINGLE EVENT Oct 13 — Dec 31 \$30,600.00 39% paid Nancy Turner</p>	<p>Pacific Coast Hospitality <b>Product Photography - Pacific Coast Hos...</b> In Production Low SINGLE EVENT Oct 13 — Feb 7 \$43,710.00 44% paid Christine Hernandez</p>	<p>Sunset Events Group <b>Brand Identity - Sunset Events Group Q...</b> In Production SINGLE EVENT Oct 13 — Feb 7 \$11,040.00 71% paid Samuel Bennett</p>

< 1 2 3 4 5 >

# Projects

Track every project from first proposal to final payment. ACME Creative Agency's full pipeline — quotes, contracts, invoices, expenses, files, and team assignments — all in one place.

## Key Features

- **Two Views:** Card grid (with payment progress bars and next-event highlights) or sortable list table with payment totals and event counts
- **Quick Filters:** Scope tabs (In Production, All Active, Proposals, On Hold, Past, All) plus stat cards (In Progress, This Month, Next 30 Days, Upcoming Events) for instant filtering
- **Project Types & Statuses:** Seven types (Single Event, Multi-Day, Production, Rental, Service, Retainer, Custom) moving through Proposed → Contracted → Planning → In Production → Completed
- **Priority Levels:** Low, Normal, High, or Urgent — color-coded throughout
- **Events:** Multiple dated events per project, each with type (Corporate, Wedding, Meeting, Setup, Breakdown, etc.), times, venue, and status
- **Quotes:** Line items, validity dates — convert accepted quotes to contracts or invoices; save reusable templates; send with a scheduled delivery option
- **Contracts:** Full document editor with dynamic placeholders (names, dates, amounts); send for client signature; counter-sign in-platform; amend signed contracts with automatic re-signature tracking
- **Invoices:** Multiple payment methods (Stripe, PayPal, check, cash, Venmo, Zelle, and more), recurring billing with pause/resume, public payment links
- **Budget:** Log Direct Expenses, Vendor Bills, or Resource Costs across categories (Equipment, Labor, Venue, Travel, Subcontractor, etc.); set annual revenue and expense targets; mark expenses as Billable
- **Files:** Upload project documents by category (Contract, Permit, Photo, Invoice, Proposal) and control which files are visible to clients via the portal
- **People:** Assign contacts and team members with roles; set per-stakeholder permissions for receiving quotes, contracts, and invoices
- **Activity:** Complete history of emails sent from Pilot — quotes, invoices, contracts — with direction, recipient, and timestamp

## How to Use

1. Click **New Project**, fill in name, account, type, status, and priority on the **General** tab — add

dates and venue on the **Dates & Venue** tab — then **Save Project**

2. Click a project card (or the eye icon in list view) to open the project workspace
3. Work through the tabs inside the workspace:
  - **Events** — schedule dates with type, times, and venue
  - **Quotes** — create, send, and track quotes; convert accepted quotes to contracts or invoices
  - **Contracts** — write contracts with dynamic placeholders, send for signing, counter-sign in-platform
  - **Invoices** — create invoices, record payments, set up recurring billing, share payment links
  - **Budget** — log and categorize expenses; set annual revenue and expense targets; sync resource costs from the People tab
  - **Files** — upload and organize project documents; toggle client portal visibility per file
  - **People** — manage contacts and stakeholders with roles and notification permissions
  - **Activity** — review all emails sent from this project
4. Switch to **List View** (toolbar icon) for a sortable table showing payment totals and event counts

## Tips

- Use **scope tabs** to jump instantly to In Production, Proposals, On Hold, or Past projects
- The project sidebar always shows estimated value, contracted value, total payments, expenses, and live profit/loss
- Recommended billing flow: **Quote → Contract (signed) → Invoice**
- Mark expenses as **Billable** to flag costs that should be passed on to the client
- Use **Schedule Send** to defer quote, contract, or invoice emails to a future date and time
- Recurring invoices can be **paused and resumed** — useful for seasonal retainer clients
- Save quotes and contracts as **Templates** to speed up future projects
- Click the **expand icon** in the project header to open the workspace in fullscreen mode
- Filter by **Urgent** priority to surface the projects that need immediate attention