



# CHAOS MACHINE

## Event Consultation + Production *made easy*

### **Initial Discovery Call**

Chaos Machine meets with the client to talk about the initial event and expectations surrounding the event. **After the meeting**, Chaos Machine Shares contract and event quote - to be agreed upon by client.

### **MEETING #2 - Event Graphics and Deck Share**

Chaos Machine builds a STORYBOARD of event as currently planned and reviews with client the "look of the show" via slide deck. **After the meeting**, Chaos Machine builds a RUN OF SHOW to be shared with the client

### **MEETING #3 - Graphics Deck/ROS Review**

Chaos Machine meets with client to approve final graphics for event, and go over Run of Show. **After this meeting**, Chaos Machine builds a pre-show checklist for the event - if using sub-hires, CM completes an internal rehearsal of the event.

### **MEETING #4 - DRY RUN**

Chaos Machine completes a dry run of the show with the client.

### **COACHING**

If requested, Chaos Machine meets with event hosts, organizers, and presenters to coach them on digital presentation practices

**SHOW PRODUCTION:** Chaos Machine produces the show according to Run of Show, and stipulations agreed upon in our contract.

### **POST-SHOW - Media Edits and Graphics Delivery**

Chaos Machine edits recordings and delivers show graphics/media to the client. If requested, Chaos Machine builds SIZZLES from the event to client for social media.

**POST-MORTEM:** Client and CM review event process and production.