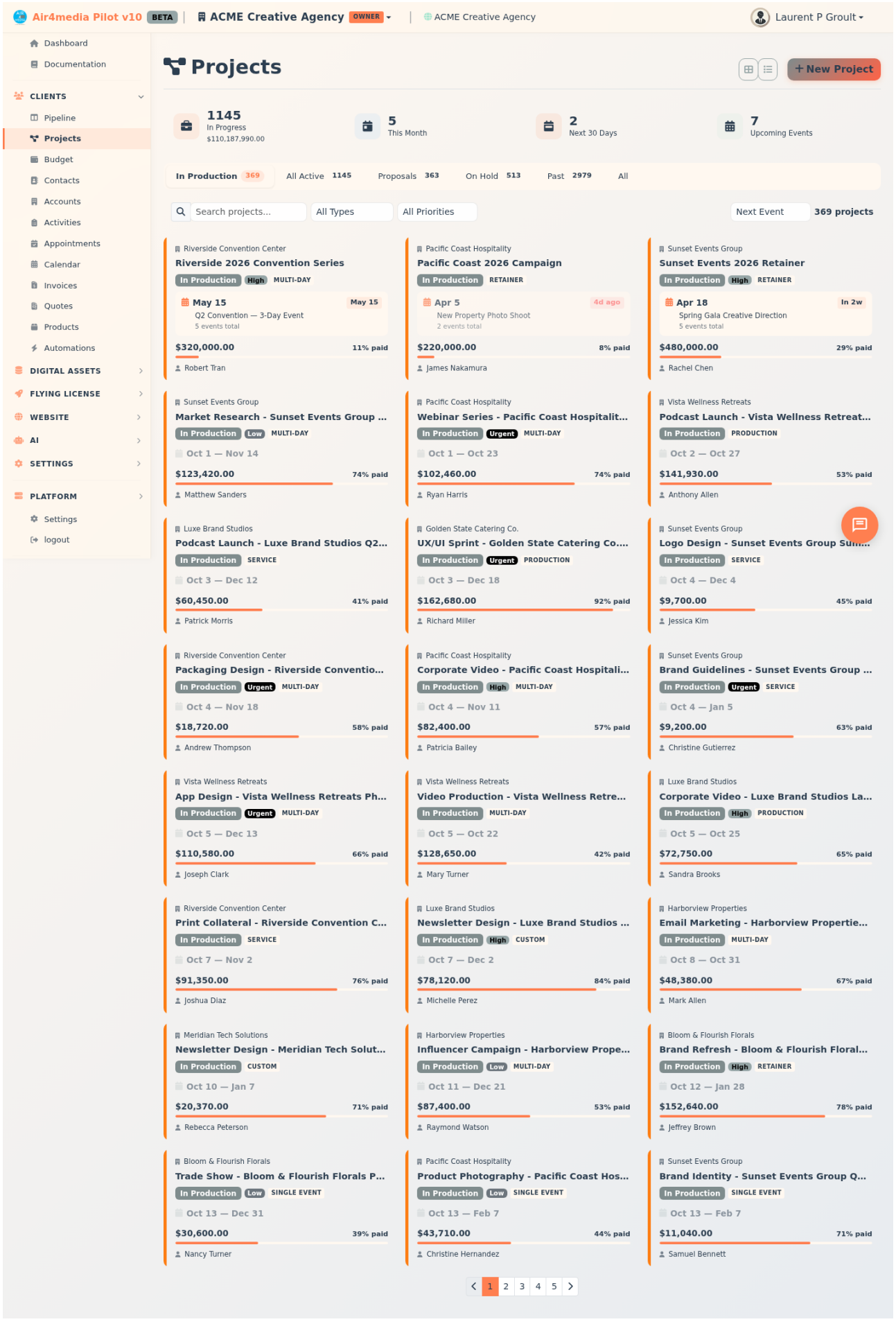
Air4media Pilot v10 BETA
ACME Creative Agency OWNER
ACME Creative Agency
Laurent P Groult
Dashboard
Documentation
CLIENTS
Pipeline
Projects
Budget
Contacts
Accounts
Activities
Appointments
Calendar
Invoices
Quotes
Products
Automations
DIGITAL ASSETS
FLYING LICENSE
WEBSITE
AI
SETTINGS
PLATFORM
Settings
logout
Projects
+ New Project
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
Riverside Convention Center
Riverside 2026 Convention Series
In Production High MULTI-DAY
May 15
Q2 Convention — 3-Day Event
5 events total
$320,000.00
11% paid
Robert Tran
Pacific Coast Hospitality
Pacific Coast 2026 Campaign
In Production RETAINER
Apr 5
4d ago
New Property Photo Shoot
2 events total
$220,000.00
8% paid
James Nakamura
Sunset Events Group
Sunset Events 2026 Retainer
In Production High RETAINER
Apr 18
In 2w
Spring Gala Creative Direction
5 events total
$480,000.00
29% paid
Rachel Chen
Sunset Events Group
Market Research - Sunset Events Group ...
In Production Low MULTI-DAY
Oct 1 — Nov 14
$123,420.00
74% paid
Matthew Sanders
Pacific Coast Hospitality
Webinar Series - Pacific Coast Hospitalit...
In Production Urgent MULTI-DAY
Oct 1 — Oct 23
$102,460.00
74% paid
Ryan Harris
Vista Wellness Retreats
Podcast Launch - Vista Wellness Retreat...
In Production PRODUCTION
Oct 2 — Oct 27
$141,930.00
53% paid
Anthony Allen
Luxe Brand Studios
Podcast Launch - Luxe Brand Studios Q2...
In Production SERVICE
Oct 3 — Dec 12
$60,450.00
41% paid
Patrick Morris
Golden State Catering Co.
UX/UI Sprint - Golden State Catering Co....
In Production Urgent PRODUCTION
Oct 3 — Dec 18
$162,680.00
92% paid
Richard Miller
Sunset Events Group
Logo Design - Sunset Events Group Sum...
In Production SERVICE
Oct 4 — Dec 4
$9,700.00
45% paid
Jessica Kim
Riverside Convention Center
Packaging Design - Riverside Conventio...
In Production Urgent MULTI-DAY
Oct 4 — Nov 18
$18,720.00
58% paid
Andrew Thompson
Pacific Coast Hospitality
Corporate Video - Pacific Coast Hospitali...
In Production High MULTI-DAY
Oct 4 — Nov 11
$82,400.00
57% paid
Patricia Bailey
Sunset Events Group
Brand Guidelines - Sunset Events Group ...
In Production Urgent SERVICE
Oct 4 — Jan 5
$9,200.00
63% paid
Christine Gutierrez
Vista Wellness Retreats
App Design - Vista Wellness Retreats Ph...
In Production Urgent MULTI-DAY
Oct 5 — Dec 13
$110,580.00
66% paid
Joseph Clark
Vista Wellness Retreats
Video Production - Vista Wellness Retre...
In Production MULTI-DAY
Oct 5 — Oct 22
$128,650.00
42% paid
Mary Turner
Luxe Brand Studios
Corporate Video - Luxe Brand Studios La...
In Production High PRODUCTION
Oct 5 — Oct 25
$72,750.00
65% paid
Sandra Brooks
Riverside Convention Center
Print Collateral - Riverside Convention C...
In Production SERVICE
Oct 7 — Nov 2
$91,350.00
76% paid
Joshua Diaz
Luxe Brand Studios
Newsletter Design - Luxe Brand Studios ...
In Production High CUSTOM
Oct 7 — Dec 2
$78,120.00
84% paid
Michelle Perez
Harborview Properties
Email Marketing - Harborview Propertie...
In Production MULTI-DAY
Oct 8 — Oct 31
$48,380.00
67% paid
Mark Allen
Meridian Tech Solutions
Newsletter Design - Meridian Tech Solut...
In Production CUSTOM
Oct 10 — Jan 7
$20,370.00
71% paid
Rebecca Peterson
Harborview Properties
Influencer Campaign - Harborview Prope...
In Production Low MULTI-DAY
Oct 11 — Dec 21
$87,400.00
53% paid
Raymond Watson
Bloom & Flourish Florals
Brand Refresh - Bloom & Flourish Floral...
In Production High RETAINER
Oct 12 — Jan 28
$152,640.00
78% paid
Jeffrey Brown
Bloom & Flourish Florals
Trade Show - Bloom & Flourish Florals P...
In Production Low SINGLE EVENT
Oct 13 — Dec 31
$30,600.00
39% paid
Nancy Turner
Pacific Coast Hospitality
Product Photography - Pacific Coast Hos...
In Production Low SINGLE EVENT
Oct 13 — Feb 7
$43,710.00
44% paid
Christine Hernandez
Sunset Events Group
Brand Identity - Sunset Events Group Q...
In Production SINGLE EVENT
Oct 13 — Feb 7
$11,040.00
71% paid
Samuel Bennett
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