21-Mar-23

***A.E.R.***

***BUSINESS TASKS***

1. LLC FORMATION
2. LAUNCH DATE
3. E-MAIL ADDRESSES (Administrative – Show – Movement – Etc…)
4. VENMO / PAYPAL ACCOUNTS
5. BANK ACCOUNT
6. PODCAST ESTABLISHMENT

A – NAME

B – LOCATIONS FOR BROADCASTING & COMMUNICATIONS

* TWITTER – FACEBOOK – YOUTUBE – ETC…

C – EQUIPMENT FOR BROADCASTING

D – STATIONARY SUPPLIES

E – BACKUP & STORAGE

1. FACILITY ACQUISTION
2. ACQUISTION OF PERSONNEL
	1. Producer – Director – Writer(s)
	2. DATA ADMINISTRATOR – SYSTEMS ENGINEER – IT SPECIALIST
	3. Administrative Asst.
	4. Office Staff