

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
- 7 FACILITY ACQUISITION
- 8 ACQUISITION OF PERSONNEL
 - a. Producer – Director – Writer(s)
 - b. DATA ADMINISTRATOR – SYSTEMS ENGINEER – IT SPECIALIST
 - c. Administrative Asst.
 - d. Office Staff