

Please get in contact if there is anything that is not included on the services list as we are sure we can help!

Level 1	Level 2	Level 3
Diary and Email management	Abroad Travel/Hotels	Last minute travel/hotel booking
UK Travel/Hotels	Visas	Last minute problem solving
Invoicing	Client Liaison and meetings	Tax Returns
Expenses – cash and credit card	Scheduling	On location Production/Event Management
Office organisation	New Business procurement	Out of hours admin solutions (before 8am, after 8pm)
Basic Scheduling	Shoot/Tour planning and logistics	Recruitment
Logging/Transcriptions	Budgeting	Social Media Management and campaigns
Kit Organisation	Organising kit repair and purchases	Graphic Design (logos, branding)
Music Clearance	Risk Assessments	Wedding Stationery Design and printing
Call Sheets	Edit Management	
Post production paperwork	Crew Booking	
PPL/PRS Management	Supplier bookings – generators, lighting rigs, sound desks, props	
Weekly client update emails	Insurance Management	
	VAT returns (sage one, Xero, quick books)	
	Promotional material organisation	
	Presentation and training materials preparation	
	Project Management support	
	Consultants support	