



GRAPHIC RECORDING PROCESS

GETTING STARTED



1 DISCOVERY CALL

Book yourself in for an initial discovery call with our team so we can understand your needs, and how we can best support your event.

BOOK ME IN!



2 ACCEPT

Once the format has been decided, review and accept the quote.



3 SIGN

Sign the booking conditions via DocuSign so all butts are covered.



4 BASECAMP

Next, you will receive an invitation to join Basecamp, our collaboration platform to post info & receive outputs.



4 BRIEF

In Basecamp, you will find the brief we have written from your discovery call. You can now elaborate, edit, and upload any relevant content.



5 LOGISTICS

Fill out the logistics template in Basecamp so we know where we have to be when, and who to call if we get lost on our way!



6 AGENDA

Upload your agenda to Basecamp as early as possible so we can prepare.



7 BRANDING

This is also where you can upload your logos and colour palette.

MAKING THE MAGIC HAPPEN



1 EVENT DAY

On event day, your artist will arrive about an hour prior to go-time to set up and check for tech gremlins, then WOW THE PANTS OFF your audience with their mad capture skillz.

2 POST EVENT

Within 2 business days following your event, your outputs will be uploaded to Basecamp ready to download and share.



OMG I ♥ IT!