INTERNAL PRODUCTION DOCUMENT - MAY 17, 2026

SHE IS **Beautiful** - Full Production Needs List

Day-of Point of Contact: Leguiya Jordan - All logistics and escalations route through Leguiya.

Have · Donated · Need · Finalize · Confirm · Budget · TBD

PERFORMERS AND TALENT

All confirmed unless noted

✓
Papp Johnson
Standalone set, 15 min, opens the show at 2:00 PM.
HAVE

✓
Affirmative ReAction Jr.
Musical improv, 30 min, 2:15 PM.
HAVE

✓
Tiffany - Emcee
Welcome, fashion narration, dignitary intros, awards emcee, close.
HAVE

✓
Branson P. NeJame - DJ and live music
Closes the show, plays through departure. Sound routes throughout the home.
HAVE

✓
Models and designers - 6 looks confirmed
Tiffany collects bios directly. Names to be inserted into run of show once received.
HAVE

!
Glam singer
Confirm name and contract. Performs outside during arrival window only. Wraps at 2:00 PM. Needs monitor and outdoor power.
CONFIRM

!
Political dignitaries
Not confirmed. Block held 3:45 to 4:30 PM. Outreach must go out now.
NEED

?
Kids room performer
Pending budget approval. TBD type and window.
BUDGET

SHE IS SEEN AWARD CEREMONY

Academy format - 3 categories - fill in as confirmed

!
Award hardware - 3 categories
Need to source. Envelopes for each reveal plus physical award pieces for all 3 categories. Allow time for engraving once names are confirmed.
SOURCE

!
Presenters - 3 needed
Need to confirm. One presenter per category. Tiffany introduces each presenter and reclaims the mic after each award.
CONFIRM

!
Award display setup in the event space
Awards should be visible to the audience before the ceremony begins. Confirm placement during the set design walk.
CONFIRM

CATEGORY 1

Category
[TBD]
Presenter
[TBD]
Nominees
[TBD]
Honoree
[TBD]

CATEGORY 2

Category
[TBD]
Presenter
[TBD]
Nominees
[TBD]
Honoree
[TBD]

SIGNATURE HONOR - TOP AWARD

Category
[TBD]
Presenter
[TBD]
Nominees
[TBD]
Honoree
[TBD]

SOUND AND AV

Confirm electrical capacity with The Aviator before any rentals are finalized

✓
Projector
Have. Confirm throw distance and projection surface at the estate before load-in.
HAVE

✓
Projector speakers
Have. Confirm wattage draw for electrical load planning.
HAVE

✓
Microphones
Have. Minimum 2 handheld, 1 podium for dignitaries, 1 spare.
HAVE

!
Stage monitors - performers
Need to source. Minimum 2 floor wedge monitors for the performance space. 1 for the singer's outdoor position. Confirm Branson's full rider.
NEED

!
Sound distribution - all 5 zones
Confirm with The Aviator first. If no built-in system: rent speakers per zone. Exterior singer position needs weather-rated speaker.
CONFIRM

!
Mixer and PA system
Confirm Branson's rider. If not covered in his setup, rent main mixer and PA for the performance space.
CONFIRM

!
Electrical capacity - The Aviator Home
Priority. Need: total amperage, circuit locations, dedicated zones, exterior outlet access, generator needed?
URGENT

!
Sandbags
Need to source. Minimum 20 bags for securing light stands, speaker stands, and all freestanding equipment.
NEED

!
Extension cords and power strips
Heavy duty, grounded. One per glamour station plus additional runs for each zone. Tape down all runs.
NEED

!
Gaffer tape
Multiple rolls. Securing all cable runs to floors and walls throughout all five zones.
NEED

!
Radios for handlers and Leguiya
Need to source or rent. Minimum 5: Leguiya (command), 3 handlers, 1 floor manager. Walkie-talkies with earpieces preferred.
NEED

LIGHTING

Confirm electrical draw per zone against venue capacity before ordering

!
Black carpet and corridor lighting
Need to source. Uplights along the carpet run, pinspot or wash on the velvet rope corridor. Weather-appropriate for exterior. LED preferred.
NEED

!
Hair and makeup station lighting
Need to source. Ring lights or lighted mirrors per station plus upstairs model prep. Significant power draw - factor into electrical plan.
NEED

!
Performance space lighting
Need to source. Stage wash for performers, follow spot if budget allows, lighting shift cue for awards ceremony.
NEED

!
Zone ambient lighting - all 5 zones
Uplights, string lights, or LED strips per zone. Pool terrace needs outdoor-rated fixtures. Upper corridor needs directional accent lights.
NEED

!
Light stands
One per fixture not surface-mounted. Sandbag every stand. Confirm count once lighting plot is finalized.
NEED

SET DESIGN

Black carpet, velvet ropes, blackout curtaining, and zone concepts

!
Black carpet
Need to source. Measure the walk from shuttle drop-off to corridor entry before ordering.
NEED

!
Velvet ropes and stanchions
Need to source or rent. Line full carpet run on both sides. Black stanchions with black or deep red rope.
NEED

!
Blackout curtaining - 6 areas
Need to source. Heavy black drape. Measure all 6 spots before ordering yardage.
NEED

!
Drape hardware - pipe and base
One set per curtained area. Rent from the same vendor as the drape.
NEED

!
Step-and-repeat backdrop
SHE IS HOPE LA and Just Like a Mirage Productions branding. Black carpet position. Standard 8x8 or 8x10.
NEED

SET DESIGN IDEAS BY ZONE

Zone 1 - Black carpet and corridor
Black drape lining corridor walls. Uplights in deep red and gold. Floating floral or feather installations above the rope line. Step-and-repeat at corridor entry.

Zone 2 - Red pavilion glamour anchor
Lighted vanity mirrors as the centerpiece. Deep red and black color palette. Each station has its own ring light. Guests are the talent here.

Zone 3 - Infinity pool terrace
String lights or Edison bulbs strung over the terrace. Glam singer performs here during arrival. Keep set design minimal and let the architecture do the work.

Zone 4 - Event and performance space
Black drape behind the performance position. Focused stage lighting from above. For awards, a podium with a single spotlight. SHE IS Seen Award display visible before the ceremony begins.

Zone 5 - Upper corridor discovery zone
Gallery-style installation: framed prints of SHE IS HOPE LA impact, photos of moms served, or fashion editorial imagery. Accent lighting on each piece.

Black carpet entrance moment
A branded arch or balloon installation at the carpet entrance. Color: black, deep red, and gold. Creates a clear beginning and a second press moment beyond the step-and-repeat.

GLAMOUR STATIONS AND BEAUTY

Makeup artist participation is donated - we build and supply the stations

✓
Makeup artist team
Donated. Confirm number of artists, their station needs list, and who covers models upstairs vs guests downstairs.
DONATED

!
Glamour station build-out - guest-facing
We build these. Per station: folding table or vanity, chair, lighted mirror or ring light, power strip, extension cord, small trash bin.
BUILD

!
Makeup artist needs list
Waiting on their list. Do not purchase supplies until this list is in hand.
GET LIST

!
Wig styling station
Confirm vendor or in-house. Wig inventory or rental, styling tools, mannequin heads, station setup.
CONFIRM

✓
Upstairs model hair and makeup
Have. Runs 12:30 to 2:00 PM. Allow 20 to 30 min per model minimum.
HAVE

FOOD - CHEF EXPERIENCE AND CRAFTY

Menu and food money come from Tisha - chef pending approval

!
Chef - VIP kitchen experience
Pending final approval. Once approved: confirm chef name, contract, and day-of call time.
FINALIZE

!
Menu from Tisha
Need menu before food can be purchased. Menu dictates grocery list, equipment needs, and kitchen setup at The Aviator.
GET FROM TISHA

!
Food budget and grocery purchase
Money-based, comes from Tisha. Funds go directly to the chef once menu is confirmed.
BUDGET

!
Crafty for cast and crew
Need to source and budget. Covers all crew, handlers, performers, paparazzi actors, makeup artists, videographer, and photographer for the full event day.
NEED

!
Kids room snacks and beverages
Age-appropriate snacks and juice or water. Confirm any allergies through RSVPs.
NEED

!
Water station for guests
Minimum one water station per zone. Guests will be at the estate for several hours in Malibu.
NEED

KIDS ROOM

Runs all day in parallel from first shuttle through 5:00 PM

!
Kids room handler
Need to name and confirm. Does not rotate out. On site full duration.
NAME NOW

!
TV or screen for movie
Confirm if venue has one available or if projector is used. Movie pre-loaded before doors open.
CONFIRM

!
Games - physical and tabletop
Need to source. Suggested: Jenga, Uno, Connect 4, coloring station. Contained, easy to supervise, minimal noise.
NEED

!
Craft activity for kids
Make-and-take craft tied to the fashion and glamour theme. Decorate a tote bag, make a bracelet, design a paper crown.
NEED

!
Kids room furniture and setup
Child-height seating or floor cushions and a low table. A small rug helps define the zone.
NEED

?
Kids room performer
Pending budget approval. Type and window TBD.
BUDGET

CREW AND CAST

All day-of communication routes through Leguiya Jordan

!
Paparazzi actors - 3 positions
Need to cast. Carpet entrance, mid-carpet, corridor exit. Brief on carpet sequence and tone before the event.
CAST

!
Handler actors - 3 positions
Need to cast. Mom escort lead, general orientation, upper corridor. Pre-event walkthrough of all five zones required.
CAST

!
Shuttle driver - finalize schedule
Have driver, need to finalize. Confirm: pickup location, departure times, group sizes, drop-off point, return from 5:00 PM, last call 5:30 PM.
FINALIZE

!
SHE IS Seen Award hardware
Need to source. Envelopes for the reveal plus physical award pieces for 3 categories. Allow time for engraving if names are added.
NEED

MEDIA - PHOTOGRAPHY AND VIDEOGRAPHY

Press room at sheishopela.org/mediaroom

!
Linda K. - headshot photographer
Potential confirmed - contact now. Confirm May 17 availability, fee or donation, position: black carpet and headshot station inside the home.
CONTACT NOW

!
Videography - outsource
Source now. Minimum 2-person crew. Full event coverage: load-in through close, all five zones, black carpet, fashion show, awards, Branson close.
SOURCE NOW

!
Event photography - general coverage
Confirm whether Linda K. covers general event photography in addition to headshots or if a second photographer is needed.
CONFIRM

DONATED AND SUBRENTED MATERIALS - INVENTORY

Fill in as items are confirmed

#	ITEM / DESCRIPTION	STATUS
1		
2		
3		
4		
5		
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20		

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