

| Task/Document | Link | Done | Contains |
|--------------------------------|---|--|--|
| Business Strategy Doc | https://docs.google.com/document/d/ | <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> | Mission Statement Executive Summary Studio Vision Studio Identity Studio Structure and Formation Strategy -Pre LLC funding, Official formation, etc. Revenue-Share Game Strategy (phase 1) Phase 2: Demo Development Publishing & Investor Strategy Financial Model Growth Roadmap (High-Level) Risk Assessment & Mitigation Tools & Operations Deliverables Needed Next |
| Legal Contracts & Policies | | <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> | NDA Revenue-share agreement for Hotdog Hustler team Studio code of conduct Remote work policy Asset licensing rules GitHub access/permission policy -- Included in Revenue Share agreement: IP ownership agreement Royalty payment schedule Remote work policy Asset licensing rules GitHub access/permission policy |
| Website Legal Requirements | | <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> | Privacy Policy Terms of Service Cookie notice (if necessary) |
| Insurance (Optional but smart) | | <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> | General liability IP/media liability coverage |
| Financial Operations | | <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> | Cash flow forecasting sheet Budget for LLC setup Budget for demo development Studio burn rate estimate Funding target for investor pitch Revenue tracking system |

Post Funding

| Task/Document | Link | Contains |
|---------------------------------|------|--|
| Branding Assets | | Logo Color palette + typography Brand personality (tone/voice guidelines) Studio website (home, games, jobs, contact, about) Studio email domain Studio social handles (Twitter/X, TikTok, YouTube, IG) |
| Business Formation (California) | | Form LLC Choose member structure Operating Agreement EIN Business bank account California LLC Statement of Information California business license (depending on city) |
| Tools & Systems | | Accounting software Payroll system Project management tool Version control Communication tools Cloud storage |