

# **Widget Post Production Company, LLC**

## **Operations Manual**

**Version 9A2**

**Dated 12 Jan 06**

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**Copy Number 3027**  
**Issued to: Robin Routh**

**Widget Post Production  
Operations Manual  
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**Overview**

Widget is the result of a series of events. Each was a step. Step followed on step.

The underlying theme was always making movies in a creative environment with good people. We have worked at jobs we hated. We have worked in unethical environments. We wanted a company where people feel good about coming to work.

We realize that it is not just us

We do things the way we would like to be treated, for ultimately, at the end of the day, things come back around. Karma debts must be paid.

If we cannot do this the way we feel proper, then we will not do it at all.

We would rather fail doing it right, than succeed doing it wrong.

(On the other hand we would much rather succeed doing it right)

Those who the gods would destroy, first they make proud.

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**Mission Statement**

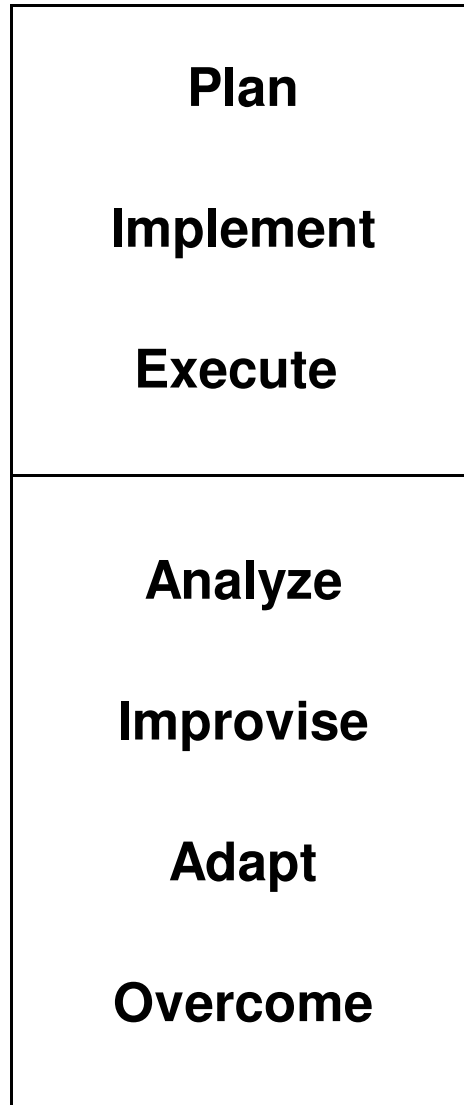
Trek Name	Built	Address	City	Zip	Telephone
1 <b>San Diego de Alcala</b>	1	10818 San Diego Mission Rd.	San Diego	92108	(619) 281-8449
2 <b>San Luis Rey de Francia</b>	18	4050 Mission Ave.	San Luis Rey	92068	(760) 757-3651
3 <b>San Juan Capistrano</b>	7	Ortega Hwy/Camino Capistrano	San Juan Capistrano	92693	(949) 248-2049
4 <b>San Gabriel Arcangel</b>	4	537 W. Mission Dr.	San Gabriel	91776	(626) 282-5191
5 <b>San Fernando Rey de Espana</b>	17	15151 San Fernando Mission Blvd.	Mission Hills	91345	(818) 361-0186
6 <b>San Buenaventura</b>	9	225 E. Main St.	Ventura	93001	(805) 648-4496
7 <b>Santa Barbara</b>	10	2201 Laguna St.	Santa Barbara	93105	(805) 682-4713
8 <b>Santa Ines</b>	19	1760 Mission Dr.	Solvang	93463	(805) 688-4815
9 <b>La Purisima Conception</b>	11	2295 Purisima Rd.	Lompoc	93436	(805) 733-3713
10 <b>San Luis Obispo de Tolosa</b>	5	782 Monterey St.	San Luis Obispo	93401	(805) 543-6850
11 <b>San Miguel Arcangel</b>	16	801 Mission St.	San Miguel	93451	(805) 467-3256
12 <b>San Antonia de Padua</b>	3	Mission Creek Rd.	Jolon	93928	(831) 385-4478
13 <b>Nuestra Senora de la Soledad</b>	13	36641 Ft. Romie Rd.	Soledad	93960	(831) 678-2586
14 <b>San Carlos Borromeo de Carmelo</b>	2	3080 Rio Rd.	Carmel	93923	(831) 624-3600
15 <b>San Juan Bautista</b>	15	Second/Mariposa	San Juan Bautista	95045	(831) 623-4528
16 <b>Santa Cruz</b>	12	126 High St.	Santa Cruz	95060	(831) 426-5686
17 <b>Santa Clara de Asis</b>	8	500 El Camino Real	Santa Clara	95953	(408) 554-4023
18 <b>San Jose</b>	14	43300 Mission Blvd.	Fremont	94539	(510) 657-1797
19 <b>San Francisco de Asis, Mission Delores</b>	6	3321 16th St.	San Francisco	94114	(415) 621-8203
20 <b>San Rafael Arcangel</b>	20	1104 Fifth Ave.	San Rafael	94901	(415) 454-8141
21 <b>San Francisco Solano</b>	21	20 E. Spain St.	Sonoma	95476	(707) 938-1519

**Always Call Ahead for Reservations**

**It's all about No Corporate Bullshit**

**Widget Post Production  
Operations Manual  
General Plan**

**Plan A**



**Plan B**



**Plan C**



**Always have a Plan, a plan B, and if things really do not work out an Estate Plan.**

**In the history of the world most failures are trying to make "the Plan" work**

**It's all about a common goal**

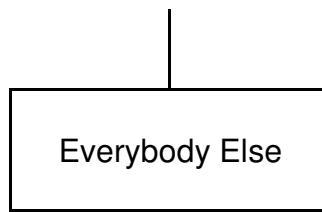
Widget Post Production  
Operations Manual  
Organization

Anne

Brian

The Rest of Us

Continued



As can be seen Widget is not on the same page as everybody else.

**It's all about keeping perspective.**

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Operations Manual  
**Client Services**

**It's simple**

it's all about

**the Parking  
&  
the Food**



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Operations Manual  
**Service Request Procedure**

Initiate Request

Fill out form number M-902 request for Maintenance Bid

State date time and items needed

E-Mail or send Inter-office mail to the facilities coordinator.

Within three days the facilities coordinator will respond with an incident number

Use this number on all future items relating to this request.

Missing information and clarification will be requested from the originator

Form M-903 - Missing Maintenance Information request must be returned in three days or you will need to re-submit a M-903 and obtain a new incident number.

Once all information is obtained a form M-914 Request for Maintenance Proposal will be issued to the internal maintenance staff and our outside vendors.

Within one week all vendors will have submitted for clarification and determined scope of work

After this sealed bids bearing the Incident number will be submitted to the Facilities office.

Sealed bids will be opened on Fridays only.

After the lowest bidder is determined a EEOC/ACLU/MBE compliance check will be made.

If the lowest bidder does not meet compliance check then this will proceed to the next lowest bidder If no bidders meet compliance then a new Request for Proposal M-914 will be issued and published in a paper of general circulation in the local area where the services are to be performed

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After this sealed bids bearing the Incident number will be submitted to the Facilities office.

Sealed bids will be opened on Fridays only.

After the lowest bidder is determined a EEOC/ACLU/MBE compliance check will be made.

Once a Vendor is selected a for M-936 Vendor Appointment Request will be sent to you.

Please fill out the M-936 COMPLETELY indicating desired dates and times, allowing enough time so that the job once commenced can be completed before the end of the work day and not incur overtime.

(Oh Hell! Just change the bulb yourself - it's Lefty Loosey, Righty Tightly)

**It's all about having things work**

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Operations Manual  
Emergencies

When in danger;  
or in doubt;  
Run in circles;  
scream and shout.

Plan emergencies well in advance and do not expect  
an immediate response.

**Call 911 Anyway**

**It's all about being prepared**

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Operations Manual  
**Priority of Work**

Fires - Put them Out  
Floods - Drain the water  
Earthquakes - Pick up the pieces  
Wind - Block up the Windows  
Stop the bleeding  
Do CPR

**This is not rocket surgery.**

It's all about common sense.

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Operations Manual  
**Routine Failures**

We consoled ourselves with the thought:  
Well, things could be worse....

... and then they got worse.

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Operations Manual  
Improvement Program**

***Replace Equipment or Staff When:***

**It Breaks**

**It Starts to make unusual noises**

**It begins to look frayed**

**A newer model comes out**

**A cooler model comes out.**

**A more complicated model comes out.**

**A Beta almost works.**

**Everybody understands how it works.**

**It's All About Toys**

**Widget Post Production  
Operations Manual  
Grounds**

**Use coffee grounds once; throw them away.**

**We favor grounds for the equipment.**

**Puns are grounds for dismissal**

**It's all about bad puns.**

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Operations Manual  
Pets**

**We like' em**

Bring em only if their friendly, Not if they bite.

**It's all about keeping perspective.**

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Smoking Policy

Smokin' inside - Against it.

Smokin' Outside - For It.

"Smokin' Hot" - For It.

Electronics smokin'? Power Down, Put Out

People Smoking? Put Down, Power Out

The smoking lamp is lit.



It's all about minding your own business.



**Widget Post Production  
Operations Manual  
Staffing**

**Look in the mirror:  
We hired you for your Brains, Not Beauty**

**Enjoy the job.**

**You know you have the right job when you  
find yourself saying - I can't believe I got  
paid for having this much fun.**

**Do the best you can.**

**Strive for Challenges; Easy Work is Boring**

**Have Fun**

**It's all about the people.**

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Operations Manual  
Personal Health Care

Q: I've heard that cardiovascular exercise can prolong life; is this true?

A: Your heart is only good for so many beats, and that's it... don't waste them on exercise. Everything wears out eventually. Speeding up your heart will not make you live longer; that's like saying you can extend the life of your car by driving it faster. Want to live longer? Take a nap.

Q: Should I cut down on meat and eat more fruits and vegetables?

A: You must grasp logistical efficiencies. What does a cow eat? Hay and corn. And what are these? Vegetables. So a steak is nothing more than an efficient mechanism of delivering vegetables to your system. Need grain? Eat chicken. Beef is also a good source of field grass (green leafy vegetable). And a pork chop can give you 100% of your recommended daily allowance

Q: Should I reduce my alcohol intake?

A: No, not at all. Wine is made from fruit. Brandy is distilled wine, that means they take the water out so you get even more of the goodness that way. Beer is also made out of grain. Bottoms up!

Q: How can I calculate my body/fat ratio?

A: Well, if you have a body and you have fat, your ratio is one to one. If you have two bodies, your ratio is two to one, etc.

Q: What are some of the advantages of participating in a regular exercise program?

A: Can't think of a single one. My philosophy is: No Pain...Good!

Q: Aren't fried foods bad for you?

A: YOU'RE NOT LISTENING!! !... Foods are fried in vegetable oil, in fact, they're permeated in it. How could getting more vegetables be bad for you?

Q: Will sit-ups help prevent me from getting a little soft around the middle?

A: Definitely not! When you exercise a muscle, it gets bigger. You should only be doing sit-ups if you want a bigger stomach.

Q: Is chocolate bad for me?

A: Are you crazy? Cocoa beans! Another vegetable!!! HELLO!!

Q: Is swimming good for your figure?

A: If swimming is good for your figure, explain whales to me.

Q: Is getting in-shape important for my lifestyle?

A: Round' is a shape, so there you are

Remember - Good health is merely the slowest possible rate at which one can die.

Life should NOT be a journey to the grave with the intention of arriving safely in an attractive and well preserved body, but rather to skid in sideways - CHAMPAGNE in one hand - chocolate in the other – body thoroughly used up, totally worn out and screaming "Whoo-whooh what a ride!!".

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Drug Policy**

**We hired you and have a pretty good idea  
of your personal apptitude.**

**Most of you would study for a drug test.**

**We have only one rule:  
We share - If you are on something  
You must bring enough for everyone.**

We know what you get paid  
With our crew; you cannot afford it.  
**So keep it Straight.**

Life is befuddling enough without chemicals

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Conclusion**

**Attitude is a little thing that makes a big difference.**

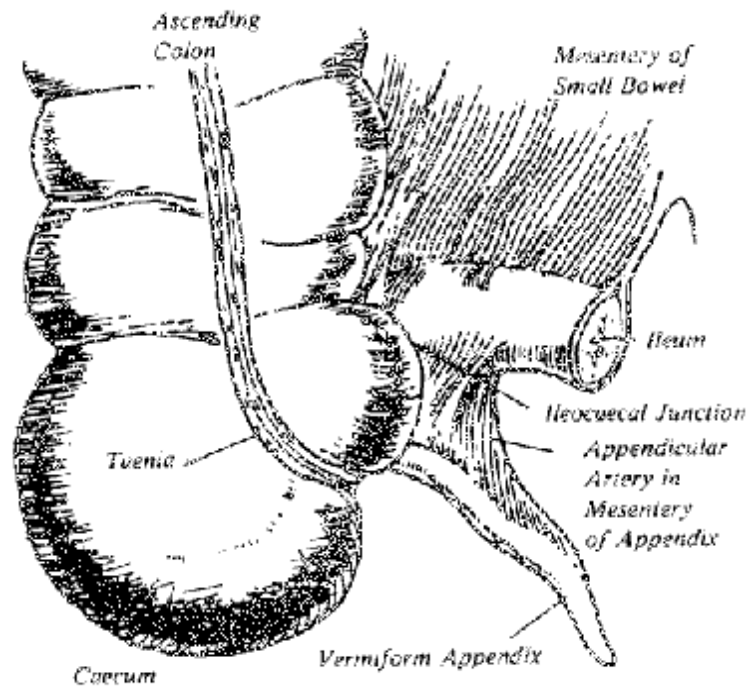
**Be an optimist**

**It does not seem too much use being anything else.**

**Life is short  
Life is uncertain  
Eat desert first**

**It's all about enjoying the ride**

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Appendix**



**DON'T**

**PANIC**