

The Complete Checklist

From Order to Installation

Every step of your event display printing project — in the order decisions must be made. Work backwards from installation day to prevent timeline issues.

6 Weeks Prior to the Event

✓ Measure all display areas

Include ceiling height, wall width, floor area, and any structural limitations that may affect installation technique.

✓ Determine substrate needs

Indoor vs. outdoor, temporary vs. semi-permanent, backlit vs. standard — each setting requires a distinct material.

✓ Verify venue restrictions

Some locations prohibit floor graphics, require fire-rated materials, or restrict adhesives. Obtain written venue specifications before ordering.

✓ Integrate digital intent tracking

Plan QR codes for localized landing pages, short URLs on directional signage, or geofenced follow-ups to capture foot traffic data.

✓ Brief your design team

Provide production specs upfront — safe zones, bleed allowances, and resolution requirements — to avoid delays during file submission.

4 Weeks Before the Event

✓ Submit print-ready artwork

Files must be full size, CMYK color mode, 100-150 DPI, with a minimum 0.5-inch bleed on all sides. RGB files and low-resolution artwork cause reprints.

✓ Approve materials and finishing

Confirm substrate, lamination type, and finishing hardware (grommets, pole pockets, hemming, or mounting) before production begins.

✓ Review and approve proofs

Check color accuracy, scaling, and bleed at full size — errors visible at full scale often go unnoticed at thumbnail size.

2 Weeks Before the Event

✓ Confirm production and delivery schedule

Build in a buffer between delivery and setup. Graphics arriving the morning of installation leave no time for reprints if issues arise.

✓ Organize installation logistics

Determine if ladders, lifts, or rigging are needed. Confirm who is responsible — your print partner, the venue, or your team.

✓ **Create installation documentation**

Request hardware lists, mounting schematics, and installation templates from your print supplier before installation day, not on it.

Day of Installation

✓ **Inspect every item on arrival**

Compare each item against the order manifest before approving delivery. Surface damage, color changes, or missing parts are easiest to address before installation begins.

✓ **Follow substrate-specific installation instructions**

Rigid panels, fabric displays, and vinyl graphics each require distinct procedures. Improper application of perforated window film, for example, reduces adhesion and traps air.

✓ **Photograph installed visuals**

Document the finished installation before the event begins — this protects against venue damage claims and creates a reference for future reorders.

Need expert event display printing? Contact us today for a seamless experience from order to installation.