



Signage Meeting Checklist

1. Examine the picture of each install area (This should be done before the meeting)
2. How many hours of install time? Concerns?
3. How many installers will be needed?
4. Does the ticket match the proof?
5. Does the proof show the exact placement of where the signs will go?
6. Any removal required?
7. Any obstacles? If so, what is the plan?
8. Do we have all the hardware we need?
9. What tools will be needed? Any special drill bits, fasteners, anchors, etc?
10. Where will you start?
11. What could go wrong?
12. Client Reminders? Updates?

Key Reminders

- All cuts require a second check
- All patches must be discussed and called out immediately
- Check that file matches proof before printing