



Stadium Graphics Planning Checklist

A practical pre-production worksheet for sports and event programs

PROJECT DETAILS

EVENT / PROGRAM	VENUE	INSTALLATION DATE	PROJECT LEAD

Before production begins, confirm that the project has each item below.

SCOPE AND SCHEDULE

- ☐ A fixed event and installation date
- ☐ A sufficiently defined venue and application scope
- ☐ A location-by-location graphics inventory
- ☐ A schedule built backward from installation
- ☐ Time allocated for review, production and quality control

ARTWORK AND APPROVALS

- ☐ Confirmed brand and sponsor assets
- ☐ An assigned approver
- ☐ A defined feedback process
- ☐ Unique location IDs
- ☐ Controlled file names and versions
- ☐ Written final approval

PRODUCTION AND MATERIALS

- ☐ Verified dimensions
- ☐ Documented surfaces and environments
- ☐ Material selections appropriate to each application
- ☐ Finishing and lamination requirements
- ☐ Proofing requirements
- ☐ Packaging and labeling instructions

INSTALLATION AND CLOSEOUT

- ☐ Confirmed access windows
- ☐ Security and equipment arrangements
- ☐ An installation sequence
- ☐ An on-site decision-maker
- ☐ Contingency plans for likely risks
- ☐ Final inspection responsibilities
- ☐ Removal, replacement or storage instructions

NOTES / OPEN ITEMS