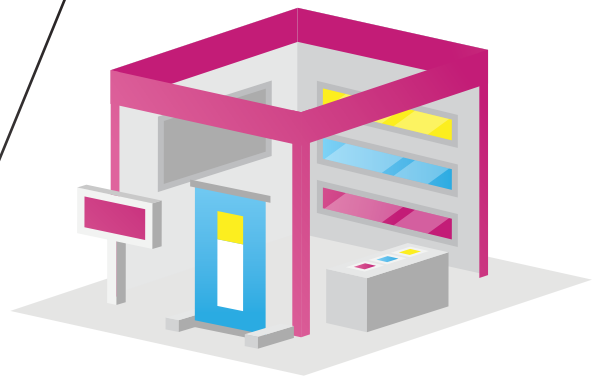


Printing Checklist for Pop-up Events



Company Name / Brand: _____

Name of Event: _____

Venue: _____

Point Person: _____

Budget: _____

Date: _____

Theme: _____

List of Requirements

Logistics

- Location Permit: _____
- Time: _____
- Permit to Sell: _____
- Fees: _____
- Miscellaneous: _____

Name of Contract: _____

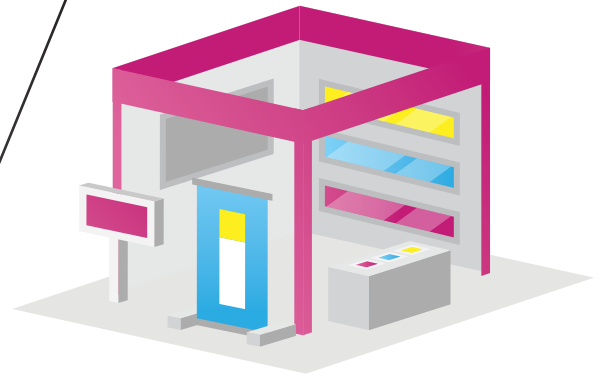
Name of Contract: _____

Event Decoration

- Retractable Banners
 Quantity: _____ Sizes: _____
- Tables:
 Quantity: _____
- Tablecloths:
 Quantity: _____
- Chairs:
 Quantity: _____
- Pop-Up Displays
 Quantity: _____ Sizes: _____

- A-Frame Signs
 Quantity: _____ Sizes: _____
- Plastic Signs
 Quantity: _____ Sizes: _____
- Miscellaneous
 - Type of Signage [1]: _____
 - Quantity [1]: _____ Sizes [1]: _____
 - Type of Signage [2]: _____
 - Quantity [2]: _____ Sizes [2]: _____
 - Type of Signage [3]: _____
 - Quantity [3]: _____ Sizes [3]: _____
 - Type of Signage [4]: _____
 - Quantity [4]: _____ Sizes [4]: _____
 - Type of Signage [5]: _____
 - Quantity [5]: _____ Sizes [5]: _____

Printing Checklist for Pop-up Events



List of Requirements

Distributables

Flyers
Quantity: _____ Sizes: _____

Business Cards
Point Person [1]: _____
Quantity [1]: _____ Sizes [1]: _____
Point Person [2]: _____
Quantity [2]: _____ Sizes [2]: _____
Point Person [3]: _____
Quantity [3]: _____ Sizes [3]: _____

Brochures
Quantity: _____ Sizes: _____

Product Catalogs
Quantity: _____ Sizes: _____

Giveaways
Type of Giveaway [1]: _____
Quantity [1]: _____ Sizes [1]: _____
Type of Giveaway [2]: _____
Quantity [2]: _____ Sizes [2]: _____
Type of Giveaway [3]: _____
Quantity [3]: _____ Sizes [3]: _____
Type of Giveaway [4]: _____
Quantity [4]: _____ Sizes [4]: _____

Miscellaneous
Type of Print [1]: _____
Quantity [1]: _____ Sizes [1]: _____
Type of Print [2]: _____
Quantity [2]: _____ Sizes [2]: _____
Type of Print [3]: _____
Quantity [3]: _____ Sizes [3]: _____
Type of Print [4]: _____
Quantity [4]: _____ Sizes [4]: _____
Type of Print [5]: _____
Quantity [5]: _____ Sizes [5]: _____