



Signage Artwork Preparation Checklist

Everything your design team needs to deliver flawless, print-ready event signage.

Avoid costly reprints, delays, and last-minute surprises. Use this quick checklist to make sure every file you send to print is 100% ready — the first time.



Quick-Reference Artwork Checklist

File Format & Fonts

- ☐ Send files as PDF, EPS, or AI
- ☐ Embed or outline all fonts
- ☐ Include linked images or embed them directly

Resolution & Colour

- ☐ Minimum 150 dpi at full size (300 dpi for close-view signage)
- ☐ Set to CMYK (not RGB)
- ☐ Include Pantone references if colour accuracy matters

Bleed & Safe Zones

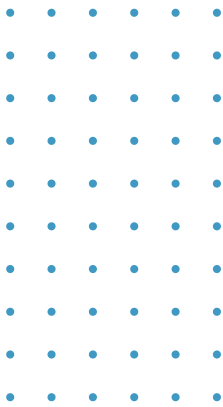
- ☐ Add 5 mm bleed on all sides
- ☐ Keep logos/text 20–30 mm inside the edge
- ☐ Account for eyelets, hems, or trims that could affect visibility

Design Layout Essentials

- ☐ Leave 50 mm clear space from edges for eyelets or hardware
- ☐ Plan for panel joins in large signage
- ☐ Clearly label scale if not 100% size

Material-Specific Prep

- ☐ Mesh: Use bold, high-contrast designs
- ☐ Corflute: Avoid thin lines/text
- ☐ SAV: Choose adhesion strength for the surface



Pro Tip

A quick artwork check before printing can save days of production time and thousands in reprints.



Want the Full 7-Section Guide?

This is just a snapshot. Our complete guide covers finishing details, installation planning, and material-specific artwork tips — everything you need to guarantee flawless signage from file to install.

Contact **Phoenix Graphics** to get the full guide and a free artwork review with our signage experts.