



The Ultimate Event Bump-In & Out Checklist

Start strong, stay on schedule, and wow your sponsors from the very first impression.

Your bump-in window is tight, and signage is often the first (and last) thing everyone notices. This checklist keeps you on track so your signage is up, visible, and stress-free before the gates open.



Pre-Event Preparation

- ☐ Confirm final artwork and sponsor approvals
- ☐ Check all files are print-ready (Email us for a **FREE** Artwork Preparation Checklist)
- ☐ Verify artwork dimensions, materials, and finishings (eyelets, velcro, tape, rope, etc.)
- ☐ Review and approve all artwork (check thoroughly)
- ☐ Confirm installation method (temporary vs. long-term)
- ☐ Ensure non-slip or safe ground signage if applicable



Quality & Final Checks

- ☐ Inspect signage and location before install
- ☐ Ensure correct orientation and placement
- ☐ Supply details of placement to installer, if required
- ☐ Avoid damage to venue surfaces – use suitable fixings



Site Access & Safety

- ☐ Confirm site induction details and safety compliance requirements
- ☐ Lock in installation dates early
- ☐ Share site access maps, parking, and contact list
- ☐ Review surfaces and environment (rain, wind, mud, sun exposure)
- ☐ Supply photos of site, to Phoenix Graphics (where possible)
- ☐ Determine if access equipment required: ladder / scissor lift / cherry picker
- ☐ Check ground conditions (flat vs uneven) before choosing equipment
- ☐ Ensure clear and safe access paths for signage installation



On-Site Coordination

- ☐ Confirm bump-in times for installation
- ☐ Communicate live changes or last-minute requests
- ☐ If weather conditions changing (discuss with Phoenix Graphics prior to manage risk onsite)
- ☐ Take photos of finished signage for post-event proof
- ☐ Conduct quick post-install safety and presentation check



Bump Out

- ☐ OThe bump-out is your final handshake with the client and the venue.
Leave the space spotless and stress-free – it's the last thing they'll remember about you.
- ☐ Leave No Trace: Remove all signage, vinyl, and fixtures carefully so the venue looks spotless.
- ☐ Use Correct Removal Methods: Follow proper techniques for self-adhesive vinyl and banners to prevent surface damage.
- ☐ Confirm Ownership: Identify which signage belongs to the event, sponsors, or venue before removal.
- ☐ Coordinate Contractor Timing: Schedule teams to avoid overlap and site congestion.
- ☐ Plan for Weather: Be prepared for Queensland's rain, heat, or wind during pack-down.
- ☐ Recycle & Reuse: Sort materials for recycling or future use wherever possible.
- ☐ Follow Safety Protocols: Use ladders, scissor lifts, or cherry pickers correctly and secure work zones.
- ☐ Review & Improve: Conduct a quick debrief to capture lessons for smoother future events.



Remember

- ◆ *Time is money.*
- ◆ *Weather changes fast – plan for it.*
- ◆ *Mistakes start early – check twice, print once.*



We are ready to help!

With Phoenix Graphics on your team, signage is one less thing to worry about. We deliver, install, and manage every step so you can focus on running the event. Contact us today!

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