# EVENT PRINT TIMELINE PLANNER

EVENT NAME: _____

EVENT DATE: ___ / ___ / _____

## 10+ WEEKS BEFORE YOUR EVENT

DATE:___ / ___ / _____

### DISCUSS + PLAN

This is where we talk about:

- your vision and goals
- what spaces you're branding
- what signage options suit your event
- site measures if required
- material options based on environment

This is the "get organised early" stage.

(It's also the stage where you still have time to breathe.)

## 8 WEEKS BEFORE YOUR EVENT

DATE:___ / ___ / _____

### QUOTE + CONFIRM

Now we:

- finalise your signage list
- confirm sizing/quantities
- provide quotes
- delivery/install plans considered

This stage gives you clarity.

## 6 WEEKS BEFORE YOUR EVENT

DATE:___ / ___ / _____

### ARTWORK RECEIVED + PREP

This is where we:

- receive artwork files
- check sizes, bleed, and print-ready formatting
- prep layouts and proof
- avoid last-minute surprises

This stage stops the workflow from getting "stuck".

## 4 WEEKS BEFORE YOUR EVENT

DATE:___ / ___ / _____

### ARTWORK APPROVED

This is where we talk about:

- artwork is approved
- everything is locked in
- production can run smoothly

!! If production timeline is less than 4 weeks, please coordinate with the Phoenix Graphics team.

This is the "green light" moment.