

PRINTING PROJECT CHECKLIST AND MASTER PLANNING SHEET



PROJECT OVERVIEW

☐ **Project Title:** _____

☐ **Project Deliverables and Scope:** _____

☐ **Intended Audience:** _____

Notes:

CONTACTS

☐ **Project Owner:** _____

☐ Additional team members involved:

Team Member: _____

Role: _____

☐ **Partner / Vendor Contact Information:** _____

Notes:

BUDGET

☐ **Design:** _____

☐ **Materials:** _____

☐ **Printing:** _____

☐ **Installation:** _____

☐ **Hardware:** _____

☐ **Misc (for extras that come):** _____

Notes:



THE VOMELA COMPANIES

Need a creative solution to a printing challenge? The Vomela Companies can help. Contact us today.

DESIGN/CONTENT

☐ **Design Notes & Specs:** _____

☐ **Copy:** _____

☐ **Files for Printer:** _____

☐ Number of Design Files: _____

☐ Type: _____

Notes:

DEADLINES & APPROVALS

Deadlines:

☐ Design Approval Deadline: _____

☐ Print Deadline: _____

☐ Installation Deadline: _____

Approvals:

☐ Who needs to approve? _____

Notes:

INSTALL AND FOLLOW-UP

Installation Information:

☐ Date: _____

☐ Contacts: _____

Recurring or Follow-up Tasks:

Notes:



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