SIGNAGE PROJECT PROCESS

INITIAL CONSULTATION
prepare folder packet

DESIGN PROCESS

REPEAT UNTIL FINAL DESIGN REACHED
- RESEARCH
- SKETCH/DESIGN
- CREATE
- FEEDBACK FROM CLIENT
- REVISIONS/CORRECTIONS

CREATE ESTIMATE
a. request pricing from production teams
b. create COGS and share with Creative Director
c. wait for pricing
d. create estimate in quickbooks
e. send to client

FINAL DESIGN & ESTIMATE APPROVED
a. convert estimate to invoice
b. send to client for 50% deposit
c. print final COGS for Creative Director

50% DEPOSIT RECIEVED
notify project manager

BEGIN PERMITTING PROCESS
a. complete permit application
b. submit permit application
c. make copies of any receipts/check stubs and give to Creative Director
d. add any permit costs to invoice

PERMITTING APPROVED
a. pick up permit or mail
b. add any permit costs to invoice

ORDER FROM PRODUCTION TEAM

RECIEVE PRODUCTION APPROVAL
a. check all details: include all paint/vinyl colors
b. sign for approval / request updated proof if necessary
c. completion countdown starts from signage date on final approval

CREATE INSTALL FOLDER
a. drive folder should have all documents: design sheet, permitting paperwork, production proofs, etc.
b. add project to appropriate Google Sheet

SCHEDULE TENTATIVE INSTALL DATE
a. schedule with install team and create calendar invite
b. inform client of tentative date
c. create a google calendar invite and send invitations (if applicable)

FOLLOW UP ON PRODUCTION
regularly check on status of project if production is going to be later than planned, adjust installation schedule accordingly and inform all parties involved through email

PRODUCTION COMPLETE
a. schedule delivery / pick up of project
b. when delivered / picked up, use production proofs to quality check the order
c. if job doesn't match proofs, work w/ production team to correct

FINALIZE INSTALLATION PLAN
a. schedule city inspection (if necessary)
b. follow up w/ client to confirm date and time
c. review job and make sure you have all necessary details and materials worked out with install team

INSTALLATION COMPLETE
a. review and approve installation work
b. get final photo from installer
c. finalize any notes in the packets

CLOSE OF PROJECT
final payment received notes COGS returned to project manager

DOCUMENTATION
- scan & file all appropriate paperwork
- organize/clean up drive folder

SEND FINAL INVOICE
update due date on invoice

Legend
- ● PROJECT MANAGER
- ● CREATIVE DIRECTOR
- ● ACCOUNTING
- ● MATT