

PROJECT PLANNING RESOURCE

Prepare your signage project before production.

A practical checklist for gathering artwork, measurements, photographs, site details and approvals. Complete only what applies. Full Circle Signage can help identify what is still needed.

Project / business	
Primary contact	
Project location(s)	
Desired completion date	

Start here

- [] List each sign or graphic needed, including quantity and location.
- [] Identify whether each item is interior, exterior, vehicle-mounted or temporary.
- [] Note the business goal: identification, direction, privacy, promotion, safety or event use.
- [] Share the deadline and any opening, event, inspection or lease milestone.
- [] Name the person authorized to approve design, price and production.

A photograph, approximate dimension and business goal are enough to begin a project review. Final production details can be confirmed later.

01 ARTWORK AND BRAND FILES

Give the design a reliable starting point.

Preferred files

- [] Vector logo file: AI, EPS, SVG or production-ready PDF.
- [] High-resolution raster file when vector artwork is unavailable.
- [] Brand color values: Pantone, CMYK, RGB or HEX when known.
- [] Brand guide, approved fonts and examples of current marketing materials.
- [] Written confirmation that supplied artwork may be reproduced.

If files are missing

- [] Send the clearest logo available and note where it came from.
- [] Photograph existing signs straight-on in good light.
- [] Identify any lettering that must match an existing installation.
- [] Allow time for logo cleanup, recreation or font substitution if needed.

Screen colors, printed samples, paint, vinyl and illuminated signs can appear different. A proof confirms layout and content; physical color matching may require a sample or specified production standard.

02 MEASUREMENTS AND SITE PHOTOS

Show the space, not only the surface.

Measurements

- [] Record width first, then height, and label the unit of measure.
- [] Measure the usable area and note obstructions, trim, seams and hardware.
- [] For windows, measure each pane separately and identify inside or outside application.
- [] For walls, note texture, paint condition, moisture and recent painting.
- [] For floors, identify surface type, traffic level and cleaning method.

Photo set

- [] One wide photo showing the entire building, room, vehicle or event area.
- [] One straight-on photo of the intended sign surface.
- [] Close photos of texture, damage, existing fasteners or electrical access.
- [] A photo showing access for ladders, lifts, loading or installation vehicles.
- [] For exterior work, include the view from the primary approach or road.

Do not rely on a screenshot measurement for final production. Field verification may be recommended for large, installed, illuminated or permit-sensitive work.

03 VEHICLES, INSTALLATION AND LOCATIONS

Plan the conditions that affect production.

Vehicle graphics

- [] Provide year, make, model, body style and vehicle identification details.
- [] Photograph all sides square to the vehicle, including doors and obstructions.
- [] Identify rust, peeling paint, body damage, ceramic coatings or recent repairs.
- [] Schedule delivery with a clean, dry vehicle and confirm indoor installation access.
- [] Remove personal property or equipment that blocks application areas.

Installation and site access

- [] Confirm property-owner or landlord approval.
- [] Identify permit, utility, electrical or engineering requirements that may apply.
- [] Note working hours, security procedures, loading restrictions and lift access.
- [] Identify removal, disposal, patching or electrical work in the scope.
- [] Confirm who receives and inspects shipped products at each location.

Multi-location projects

- [] Use one row per location with address, contact, item, quantity and deadline.
- [] Keep site photos and approvals named with the same location ID.
- [] Approve one standard before releasing a larger rollout when practical.

04 APPROVAL AND PROJECT RECORD

Create a clean record from first proof to completion.

Before production

- [] Verify spelling, phone numbers, web addresses, dates and required wording.
- [] Confirm quantities, dimensions, materials, colors and finishing.
- [] Confirm installation method, location and orientation.
- [] Approve the final proof in writing.
- [] Confirm payment, production schedule and delivery responsibilities.

At delivery or completion

- [] Inspect packages promptly and photograph damage before unpacking further.
- [] Compare delivered items with the approved proof and order summary.
- [] Photograph the completed work from wide, straight-on and detail views.
- [] Record any punch-list item before the installer or delivery team leaves.
- [] Save final artwork, proof, invoice and product details for future reorders.

Photo and review permission

Full Circle Signage will not assume permission to publish a customer name, logo, location, photographs or comments. Any future portfolio feature, testimonial or review request should follow a genuine completed project and the customer's permission.

05 FIRST INQUIRY AND LOCAL LAUNCH

A practical next-step checklist.

Requesting a project review

- ☐ Visit fullcirclesignage.com/project.
- ☐ Choose the closest service and add each requested item.
- ☐ Include the project location, timing and installation needs.
- ☐ Attach available photos or artwork.
- ☐ Expect a response within one business day.

Google Business Profile owner checklist

- ☐ Confirm the exact legal business name and public-facing name.
- ☐ Choose whether the address is customer-facing or should remain hidden as a service-area business.
- ☐ Use only service areas genuinely supported by operations.
- ☐ Add the verified phone, website, business hours and primary category.
- ☐ Upload representative brand and service imagery - not fabricated customer projects.
- ☐ Complete Google's verification steps in the verified owner account.
- ☐ Add real project photos and request reviews only after genuine completed work.

Need help deciding what applies?

Call 276-274-3386 or submit the project form at fullcirclesignage.com/project. This packet is planning guidance, not legal, engineering, architectural or code-compliance advice. Project-specific quotations, proofs and written terms control the final scope.