



Event Signage Production Checklist

- Valet - 18 x 24
- Welcome Sign - 24 x 36 (Copy: "you're here & you're fabulous!")
- Directional - 11 x 17 (if applicable - left and/or right facing arrow)
- Section signs - *Display signs high so guests can see them from across the room*
 - Registration - 8.5 x 11
 - Check out - 11 x 17
 - Silent auction area - 11 x 17
 - VIP Lounge
- Signage for the vendors - 8.5 x 11 or 11 x 17 - *Display signs high so guests can see them from across the room*
 - Vintner
 - Fashion
 - Culinary (if applicable)
 - Hydration Station
- Thank your sponsors - 24 x 36
- Key-to-the Closet - 24 x 36
- Silent & Live Auction Display Sign - 8.5 x 11
- Shoe Guys - 24 x 36 (include headshots or group photos of Shoe Guys)
- Wall of Wine - 18 x 24 (if applicable)
- Table Cards - 5 x 7
- Mission signage (get creative with this. Place your mission or touching fact on mirrors, tags attached to swag bags ect.)