

## Plan Your Event Checklist



Do you have a big event scheduled? Our checklist can help you be sure you've completed all of your printing requirements well in advance of your event for stress-free deadlines!

**Mailing List** (see our Mailing Services Form for details and deadlines)

---

**Letterhead**

**#10 Business Envelope**

**Business Cards**

---

**Brochures**

---

**Save the Date Card**      4.25x5.5      4.5x6.25      5x7

**Matching Envelopes**      A2      A6      A7

---

**Event Invitations**      4.5x6.25      5x7

**Matching Envelopes**      A6      A7

---

**RSVP Card**      4.25x5.5

**Matching Envelopes**      A2

---

**Fliers**      5.5x8.5      8.5x11

**Posters**      11x17      12x18

---

**Banners**      18x24 with Grommets  
24x36 with Grommets      Mounted on foam board  
24x60

---

**Yard Signs**      24x18 with Coroplast with H stands

---

**Tickets**      No Stub      Stub with Perf      Numbered

**Program**      5.5x8.5      8.5x11  
Folded      Saddle-stitched

---

**Specialty Items**      Koozies      Stickers      Fan with Paddle Stick  
Artwork for electronic billboard or social media

---

**Thank You Foldover Cards**      4.25x5.5      4.5x6.25

**Matching Envelopes**      A2      A6

---

**Visit our website at [seagateprinting.com](http://seagateprinting.com) to place your order today!**

Give us a call at 229.551.9800 or send an email to [info@seagateprinting.com](mailto:info@seagateprinting.com) if you have any questions - we look forward to assisting you with your event printing needs.