

PROJECT DETAILS	KEY DOCS	SUPPLIER DOCS
BUILD: 14th Feb LIVE: 15th - 16th Feb DERIG: 16th Feb Venue Address: 2 Surrey St, London WC2R 2ND	Client sign off deck Artwork folder	

Questions:  
What thickness is Dibond - brackets can hold 6 or 10mm  
Menu material

Received onsite	AREA/ITEM	DESCRIPTION	COPY/DESIGN	FILE NAME	SPEC	PRINT, PAINT or CONTENT	WEIGHT	DIMS (mm) WxH	QUANTITY	COMMENTS	DELIVERY FILE	PRIORITY	STATUS	COST	SENT TO SUPPLIER	POST EVENT - RECYCLED/NOT RECYCLED
<b>EXTERIOR</b>																
<b>EXTERIOR BRANDING TAKEOVER</b>																
	Windows x4 right looking at them from street	Exterior window branding with various compositions	Various	NEL_EXT_WINDOWS_001	Brick vinyl			1130 x 1700	4	<a href="#">Ref link here for layout</a>	High res PDF	HIGH	In progress			
	Windows x4 left looking at them from street	Exterior window branding with various compositions	Various	NEL_EXT_WINDOWS_002	Brick vinyl			1130 x 1360	4	<a href="#">Ref link here for layout</a>	High res PDF	HIGH	In progress			
	Header 1	Header design	Gradient w/ Lock up	NEL_EXT_HEADER_001	Brick vinyl			11050 x 820	1	<a href="#">Ref link here for layout</a>	High res PDF	HIGH	In progress			
	Header 2	Header design	Gradient	NEL_EXT_HEADER_002	Brick vinyl			1630 x 420	1	<a href="#">Ref link here for layout</a>	High res PDF	HIGH	In progress			
	Pillar 1 - central	Pillar design	Gradient	NEL_EXT_PILLAR_001	Brick vinyl			770 x 2190	1	<a href="#">Ref link here for layout</a>	High res PDF	HIGH	In progress			
	Pillar 2 - by door	Pillar design	Gradient w/ event details	NEL_EXT_PILLAR_002	Brick vinyl			790 x 2190	1	<a href="#">Ref link here for layout</a>	High res PDF	HIGH	In progress			
<b>INTERIOR</b>																
<b>ENTRANCE CHECK IN</b>																
	Entrance wall description - block 1 - logo	Entrance copy to summarise event	Converse Presents New Edge London	NEL_INT_ENTRANCE_001	Black Cut vinyl			1000 x	1			HIGH	In progress			
	Entrance wall description - block 2 - copy	Entrance copy to summarise event	An immersive experience spotlighting boundary-defying creatives who play at the edge of convention	NEL_INT_ENTRANCE_002	Black Cut vinyl			1700 x	1			HIGH	In progress			
	Entrance check in branding	Background creative for check in area	Star chevron on gradient background	NEL_INT_ENTRANCE_003	Easy Dot Vinyl			3200 x 2800	1			HIGH	In progress			
	Entrance fly poster wall	Multiple typasters	Various	NEL_INT_ENTRANCE_004	TBC following samples			TBC	TBC			HIGH	In progress			
<b>CONTENT THRESHOLD</b>																
	Surface 1	Structure print	as per deck	NEL_INT_CONTHRESH_001	Vinyl			TBC	1			MEDIUM	In progress			
	Surface 2	Structure print	as per deck	NEL_INT_CONTHRESH_002	Vinyl			TBC	1			MEDIUM	In progress			
	Surface 3	Structure print	as per deck	NEL_INT_CONTHRESH_003	Vinyl			TBC	1			MEDIUM	In progress			
	Screen 1	Structure content	TBC	NEL_INT_CONTHRESH_004	confirm screen specs	CONFIRMED		TBC	1			LOW	In progress			
	Screen 2	Structure content	TBC	NEL_INT_CONTHRESH_005	confirm screen specs	CONFIRMED		TBC	1			LOW	In progress			
	Screen 3	Structure content	TBC	NEL_INT_CONTHRESH_006	confirm screen specs	CONFIRMED		TBC	1			LOW	In progress			
<b>CLICK &amp; COLLECT / PRODUCT AREA</b>																
	Windows x4 left looking at them from in venue	Interior window branding with various compositions	Various	NEL_INT_WINDOWS_001	Vinyl			1130 x 1700	4			HIGH	In progress			
	Windows x4 right looking at them from in venue	Interior window branding with various compositions	Various	NEL_INT_WINDOWS_002	Vinyl			1130 x 1360	4			HIGH	In progress			
	Plinth Plaque	Product Display Plinth plaque	Dibond plaque with descriptions of product	NEL_INT_PLINTH_001	Dibond 3mm x2			A4	1			MEDIUM	In progress			
	Photo moment wall	Printed gradient backdrop	Gradient with lock up	NEL_INT_PHOTO_001	Vinyl			2438 w x 1220 h	1			HIGH	In progress			
	Photo moment floor	Printed gradient floor	Gradient	NEL_INT_PHOTO_002	Vinyl			3500 w	1			HIGH	In progress			
	Office Click and Collect CTA	CTA to explain click and collect + QR code	Scan to Click & Collect from OFFICE Carnaby Street	NEL_INT_CAC_001	Cut vinyl			500 w	1			MEDIUM	In progress			
	Office Click and Collect	QR code	QR code based on this link: <a href="https://www.office.co.uk/view/category/office_catalog/234">https://www.office.co.uk/view/category/office_catalog/234</a>	NEL_INT_CAC_002	Cut vinyl with clear back			100 w	1			MEDIUM	In progress			
	Office Click and Collect	QR code	QR code based on this link: <a href="https://www.office.co.uk/view/category/office_catalog/234">https://www.office.co.uk/view/category/office_catalog/234</a>	NEL_INT_CAC_003	Stickers for base on shoes			TBC	4			MEDIUM	In progress			
<b>TIGRIS</b>																
	Tigris Info Plaque	Plaque describing experience + talent	As per design	NEL_INT_TIGRIS_001	Dibond 3mm x2			A4	1			MEDIUM	In progress			
	Tigris scent wall copy x9	Description of scents on the scent wall	Fragrance Gallery of Emotions  Discover the fragrance gallery of emotions with perfumes by Sarah McCartney from #160 Tuesdays, curated in collaboration with Tigris.  These fragrances compose a symphony of emotions, with each scent leading you on a journey into vivid stories of love, hope, serenity, regret, and beyond.  Unweaving their own unique narratives, each fragrance is a reflection of the complex and colourful spectrum of human emotions, painting a canvas of scents that touch the essence of our being.	NEL_INT_TIGRIS_002	Cut vinyl			TBC	1			MEDIUM	In progress			
	Tigris Gallery of emotions	Description of the scent wall		NEL_INT_TIGRIS_003	Cut vinyl			TBC	1			MEDIUM	In progress			
	Tigris C70 plaque	Chuck 70 Plaque	Chuck 70 reimagned by Tigris	NEL_INT_TIGRIS_003	Dibond			200 x 70	1			MEDIUM	In progress			
<b>RIFKE</b>																
	Rifke Info Plaque	Plaque describing experience + talent	TBC	NEL_INT_RIFKE_001	Dibond 3mm x2			A4	1			MEDIUM	In progress			
	Rifke C70 Plaque	Plaque describing C70	Chuck 70 reimagned by Rifke	NEL_INT_RIFKE_002	Dibond			200 x 70	1			MEDIUM	In progress			
<b>AUDREY</b>																
	Audrey Info Plaque	Plaque describing experience + talent	TBC	NEL_INT_AUDREY_001	Dibond 3mm x2			A4	1			MEDIUM	In progress			
	Audrey C70 Plaque	Plaque describing C70	Chuck 70 reimagned by Audrey	NEL_INT_AUDREY_002	Dibond			200 x 70	1			MEDIUM	In progress			
<b>MARTINE ALI</b>																
	Martine Ali Info Plaque	Plaque describing experience + talent	TBC	NEL_INT_MARTINE_001	Dibond 3mm x2			A4	1			MEDIUM	In progress			
	Martine Ali supplied content	Provided by Martine Ali	TBC - Supplier Feb 8th	NEL_INT_MARTINE_002	na			TBC	1			MEDIUM	In progress			
<b>MISC PRINT</b>																
	Bar logo	Converse Star Chevron New Edge London	Converse Star Chevron New Edge London	NEL_INT_MISC_001	Cut vinyl			1600 x	1			HIGH	In progress			
	DJ booth - Dichromatic film back	Converse logo	Star Chevron Logo in black	NEL_INT_MISC_002	Cut Foamex logo			TBC	1			HIGH	In progress			
	Bar menu	Bar Menu list	TBC	NEL_INT_MISC_003	Dibond			A4	3			MEDIUM	In progress			
<b>PRODUCTION</b>																
<b>PRODUCTION SIGNAGE/ASSETS</b>																
	Disclaimer signage	You might be captured on camera signage		NEL_INT_PRODUCTION_001	Foamex			A4	4			LOW	In progress			
	Toilet signage	Toilets		NEL_INT_PRODUCTION_002	Foamex			A4	1			LOW	In progress			
	Room signage	Signs for Production BOH		NEL_INT_PRODUCTION_003	Foamex			A5	3			LOW	In progress			