

ABSTRACT PRODUCTIONS

EVENT PLANNING RESOURCE

SCENIC EQUIPMENT CHECKLIST

Custom sets, brand activations and environments

Custom scenic starts with the story you want the room to tell. Tick what applies and share any brand assets you already have.

CONCEPT & DESIGN

Where the build starts.

- ☐ Event theme, story or brand concept
 - ☐ Reference images, mood boards or past looks
 - ☐ Renderings or CAD drawings required before build
 - ☐ Room layout and guest flow through the space
 - ☐ Photo moments and step-and-repeat placement
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BUILD ELEMENTS

The physical pieces that go in the truck.

- ☐ Custom stage set walls, flats or panels
 - ☐ Header, arch or portal framing the stage
 - ☐ Printed backdrops, banners and step-and-repeat
 - ☐ Dimensional letters, logos and marquee signage
 - ☐ Furniture, props, greenery and lounge pieces
 - ☐ Floor wraps, decals or custom dance floor
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INTEGRATION

Scenic almost never stands alone.

- ☐ LED or projection surfaces built into the set
 - ☐ Lighting and pixel effects integrated into scenic
 - ☐ Neon or LED signage and power for it
 - ☐ Audio and video gear concealed in the build
 - ☐ Reveal moments, curtains or moving elements
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PRODUCTION TIMELINE

Custom builds need lead time.

- ☐ Design approval deadline
- ☐ Print and fabrication lead time

- ☐ Brand assets delivered as vector or high-res files
 - ☐ Onsite install window and crew size
 - ☐ Storage or reuse plan for future events
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NOTES

START A QUOTE

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