

## THEATRE POSTER PLANNING CHECKLIST

Everything you need to create eye catching posters that fill seats

### Project Basics

- Show title is finalized
- Dates and times confirmed
- Venue/location confirmed
- Ticket or contact info ready

### Proofing Checklist

- Spelling and grammar checked
- Dates and times verified
- Alignment and spacing reviewed
- Colors look correct
- File reviewed with Free File Review

### Design Essentials

- Strong visual concept matching the show
- High resolution images (300 DPI)
- Easy to read fonts from a distance
- Clear visual hierarchy
- Consistent branding
- Bleed included if needed

### Distribution Plan

- School hallways
- Community boards
- Local businesses
- Events and performances

### Content Checklist

- Show title is prominent
- Dates and times are easy to find
- Location clearly listed
- Call to action included
- Logos or sponsors added if needed

### Final Steps

- Files uploaded to printer
- Turnaround time confirmed
- Posters received and inspected
- Posters distributed

### Print Specifications

- Size selected (12 x 18 recommended)
- Paper type chosen (100# gloss for color)
- Full color front confirmed (4/0)
- Quantity planned (100 to 500+)
- File exported as print ready PDF

**Need help getting started?**

**[Free Adobe Templates](#)**

**[Find a Designer](#)**

**[Free Sample Pack](#)**

**[Canva](#)**

**Give us a call! [\(800\) 995-1555](tel:8009951555)**