

Event Print Planner

Plan artwork, quantities and delivery before you order.

Fill in digitally or print. This worksheet does not place an order.

01 Event & deadline

Event / project

Event date

Must be in your hands by (date + time + time zone)

Delivery ZIP / pickup contact

☐ Houston pickup

☐ Shipping

Confirm receipt timing before placing the order.

02 Print list - use finished dimensions

Item / placement

W (in)

H (in)

Qty

Artwork file / version

Measure the usable placement area; do not rely on a generic product size.

03 Confirm the production & delivery plan

Artwork approved by

Production-ready date

Pickup / carrier handoff date

Production-ready and arrival dates are different. Confirm each with the print team.

☐ Final sizes & quantities checked

☐ Final artwork version approved

☐ Need-by deadline confirmed

☐ Pickup / shipping timing confirmed

HELPFUL PLANNING TOOLS

[Banner size calculator](#)

[Print resolution checker](#)

[Contact the print team](#)

Houston pickup: 11500 S Main St #126, Houston, TX 77025

support@longhornprint.com | 325-241-2399 | longhornprint.com

Planning template - October 2026. Confirm current order options and schedules with LongHorn Print.