

HISTORICAL TIMELINE CHECKLIST FOR SUCCESS

- Create an outline that includes the milestones and the number of years you would like to include in your timeline (i.e. important company victories, new offices or moves, rebranding over time, new service offerings.
- If your company has a very long history consider if you would like to include events from U.S. or world history to give context.
- Gather all logos (AI or EPS), photos, news articles, and graphics, that you would like to include and assign key dates or a range.
- Decide if there are any artifacts you would like to include in your display and confirm all of the dimensions. Decide if the artifacts should be enclosed or in the open for easy access.
- Decide if the information you would like to convey is better suited for several themed panels that may or may not have a schedule of dates to go with it. Define themes or topics.
- Determine if you would like to include any type of monitor or interactive signage and if it will be on a continuous loop presentation or touch screen.
- Determine a prominent location and the dimensions for where the display will be located and viewed by visitors and staff.
- Take into account the longevity of your lease or future plans to move your office. Displays can be produced so they can be relocated easily if this is planned from the outset.

If you need help turning your historical timeline ideas into a contemporary reality, give us a call: 855.552.3537.