



Mannequin & Fixture Placement Checklist (Weekly)

Overall Presentation & Cleanliness

Initial assessment of the overall look, cleanliness, and visual impact of mannequin and fixture placement.

Dust Level (1-5, 1=Minimal, 5=Excessive)

Fixture Surface Cleanliness

- ☐ Spotless
- ☐ Mostly Clean
- ☐ Requires Cleaning
- ☐ Dirty

Mannequin Cleanliness

- ☐ Spotless
- ☐ Mostly Clean
- ☐ Requires Cleaning
- ☐ Dirty

Notes on Overall Presentation (e.g., color coordination, visual impact)

Write something...

Number of Clutter Items Observed

Enter a number...

Overall Visual Appeal

- ☐ Excellent
- ☐ Good
- ☐ Fair
- ☐ Poor

Mannequin Placement & Styling

Detailed review of individual mannequin placement, outfit presentation, accessory placement, and overall styling direction.

Overall Styling Direction Aligned with Brand?

- ☐ Yes
- ☐ No
- ☐ Needs Adjustment

Outfit Presentation Issues?

- ☐ Untidy/Wrinkled
- ☐ Incorrect Size
- ☐ Missing Accessories
- ☐ Poor Color Coordination
- ☐ None

Number of mannequins requiring outfit changes?

Enter a number...


Specific styling notes or adjustments needed (e.g., accessory placement, posture)?

Write something...

Mannequin Pose Reflects Brand Personality?

- ☐ Yes
- ☐ No
- ☐ Needs Adjustment

Photo of mannequin styling (for reference)

 Upload File

Mannequin Facing Direction Optimal?

- ☐ Yes
- ☐ No
- ☐ Needs Adjustment

Detailed notes on mannequin damage (if any)?

Write something...

Fixture Arrangement & Product Display

Focus on the arrangement of fixtures, product facing, layering, and visual merchandising techniques applied.

Product Facing Consistency?

- ☐ All Products Facing Out
- ☐ Mix of Facing
- ☐ Some Products Backing Out

Layering Technique Applied?

- ☐ Yes - Layered effectively
- ☐ No - Flat/Unorganized
- ☐ Needs Adjustment

Number of Product Tiers Displayed

Enter a number...

Product Grouping Logical?

- ☐ Yes - Easy to Understand
- ☐ No - Confusing
- ☐ Needs Adjustment

Notes on Product Arrangement (e.g., spacing, color blocking)

Write something...

Visual Hierarchy Established?

- ☐ Yes - Clear Focal Points
- ☐ No - Lacks Direction
- ☐ Needs Adjustment

Are featured products prominently displayed?

- ☐ Yes
- ☐ No
- ☐ Partially

Accessibility & Traffic Flow

Ensuring mannequin and fixture placement doesn't impede customer traffic or accessibility throughout the store.

Minimum Clear Path Width (inches)

Enter a number...

Obstruction of Wheelchair Access?

- ☐ Yes
- ☐ No
- ☐ N/A

Impeding Customer Flow?

- ☐ Significantly
- ☐ Moderately
- ☐ Slightly
- ☐ Not at All

Detailed Notes on Traffic Flow Issues

Write something...

Distance to Nearest Exit (feet)

Enter a number...

Fire Lane Access Blocked?

- ☐ Yes
- ☐ No

Seasonal/Promotional Alignment

Verification that placements are consistent with current seasonal themes, promotions, and marketing campaigns.

Current Promotional Theme?

- ☐ Spring Refresh
- ☐ Summer Savings
- ☐ Back to School
- ☐ Fall Fashion
- ☐ Holiday Cheer
- ☐ No Promotion Currently

Promotional Areas Impacted?

- ☐ Window Display
- ☐ Feature Tables
- ☐ Mannequin Styling
- ☐ End Caps
- ☐ Wall Displays

Specific Promotional Messaging on Displays?

Write something...

Quantity of Promotional Signage Visible?

Enter a number...

Color Palette Alignment?

- ☐ Perfectly Aligned
- ☐ Mostly Aligned
- ☐ Needs Adjustment
- ☐ Not Aligned

Notes on Alignment Issues

Write something...

Damage & Maintenance

Inspection for any damage to mannequins, fixtures, or products and identifying needed repairs or replacements.

Number of Cracked/Broken Mannequin Parts

Enter a number...

Number of Damaged Fixtures (scratches, dents)

Enter a number...

Description of Damage (Mannequins & Fixtures)

Write something...

Fixture Stability?

- ☐ Stable
- ☐ Wobbly
- ☐ Unstable

Date of Last Repair/Maintenance

Enter date...

Details Regarding Repairs Needed

Write something...

Mannequin Joint Functionality

- ☐ All Functioning
- ☐ Minor Issues
- ☐ Significant Issues

Photos of Damage (if applicable)

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Lighting & Visibility

Assessing the impact of lighting on mannequin and product visibility and making adjustments as necessary.

Overall Lighting Adequacy

- ☐ Excellent
- ☐ Good
- ☐ Fair
- ☐ Poor

Brightness (Lumens) – Check Key Display Areas

Enter a number...

Shadows & Glare

- ☐ No Shadows or Glare
- ☐ Minor Shadows/Glare – Acceptable
- ☐ Moderate Shadows/Glare – Needs Adjustment
- ☐ Significant Shadows/Glare – Requires Action


Notes on Light Reflections or Hotspots

Write something...

Color Rendering Index (CRI) - Perceived Colors

- ☐ Colors Appear Accurate
- ☐ Minor Color Distortion
- ☐ Noticeable Color Distortion

Photo Documentation - Lighting Issues

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Signage & Communication

Checking signage related to displays and ensuring clarity and accuracy of messaging.

Signage Clarity: Briefly describe the readability of all signage used in the display.

Write something...

Signage Consistency: Does signage align with brand guidelines?

☐ Yes

☐ No

☐ N/A

Missing Signage? (Check all that apply)

☐ Price Tags

☐ Size Information

☐ Product Description

☐ Care Instructions

☐ None

Notes on Signage Adjustments Needed:

Write something...

Signage Positioning: Is signage clearly visible to customers?

☐ Yes

☐ No

☐ Partially

Number of Signage Errors Found:

Enter a number...