



Window Display Change-Out Checklist (Seasonal/Monthly)

Planning & Preparation


Initial steps and gathering of materials before the physical change-out.

Scheduled Change-Out Date

Scheduled Start Time

Display Concept/Brief Description

Concept Board/Mood Board (if applicable)

 Upload File

Estimated Labor Hours Required

Display Theme/Season

- ☐ Spring
- ☐ Summer
- ☐ Autumn/Fall
- ☐ Winter
- ☐ Holiday (Specify)

Specific Instructions/Notes for Team

Write something...

Required Props/Materials (Check all that apply)

- ☐ Mannequins
- ☐ Signage
- ☐ Lighting
- ☐ Props (Specify in notes)
- ☐ Plants/Floral
- ☐ Hardware (Hooks, Stands, etc.)

De-Installation & Inventory

Removing existing displays and documenting what's being removed.

Items Removed From Window Display

- ☐ Mannequins
- ☐ Props
- ☐ Signage
- ☐ Fixtures (e.g., tables, shelves)
- ☐ Lighting
- ☐ Window Graphics/Decals
- ☐ Other (Specify in LONG_TEXT)

If 'Other' was selected above, please specify:

Write something...

Quantity of Mannequins Removed:

Enter a number...

Quantity of Props Removed:

Enter a number...

Photo of Display Before De-Installation:

 Upload File

Condition of Items Removed (e.g., damaged, reusable, scrap):

Write something...

Storage Location of Removed Items:

- ☐ Back Stock Room
- ☐ Repair Area
- ☐ Offsite Storage

Staff Member Performing De-Installation:

Write something...

Cleaning & Repair

Cleaning existing or new props, mannequins, or surfaces.

Describe condition of existing props/mannequins needing repair (e.g., scratches, tears, loose parts).

Write something...

What cleaning tasks are required?

- ☐ Dusting
- ☐ Vacuuming
- ☐ Washing (with appropriate cleaner)
- ☐ Polishing
- ☐ Spot Cleaning
- ☐ Deep Cleaning

Quantity of mannequin heads requiring cleaning/repair.

Enter a number...

Details of any repairs made (e.g., patched tear, tightened screw).

Write something...

Upload photos of any damage before repair (for documentation).

 Upload File

Record any missing parts or needed replacements.

Write something...

Cleaning Supplies Used:

- ☐ All-Purpose Cleaner
- ☐ Glass Cleaner
- ☐ Wood Polish
- ☐ Specialized Cleaner (specify)

New Display Assembly & Placement

Building and positioning new display elements.

Starting Location of New Display Components

 [Set My Current Location](#)



Quantity of Mannequins to Position

Enter a number...

Mannequin Poses (Select all that apply)

- ☐ Standing
- ☐ Sitting
- ☐ Dynamic
- ☐ Interactive

Number of Product Units Displayed per Mannequin/Fixture

Enter a number...

Notes on Mannequin/Fixture Placement & Adjustments

Write something...

Overall Display Height (Approximate)

- ☐ Low (Under 1.5m)
- ☐ Medium (1.5m - 2.5m)
- ☐ High (Over 2.5m)

Detailed Instructions for Prop/Fixture Assembly (if applicable)

Write something...

Finishing Touches & Styling

Final adjustments to aesthetics and presentation.

Mannequin Posing & Clothing Adjustments?

- ☐ Yes - Check All
- ☐ No - Not Required
- ☐ Partial - Minor Adjustments Needed

Number of Product Adjustments/Refocusing Needed?

Enter a number...

Check all that apply: Lighting Adjustments Required?

- ☐ Brightness
- ☐ Color Temperature
- ☐ Direction
- ☐ Focus
- ☐ None Required

Note any specific styling concerns or adjustments:

Write something...

Signage/Pricing Clearly Visible & Correct?

- ☐ Yes
- ☐ No - Needs Correction

Describe final adjustments made to the window styling:

Write something...

Overall Window Appearance - Satisfactory?

- ☐ Yes
- ☐ No - Further Review Needed

Photography & Documentation

Capturing images/videos of the new display for marketing & records.

Overall Display Photo (Wide Shot)

 Upload File

Detail Shot 1 - Key Product Focus

 Upload File

Detail Shot 2 - Styling Element Focus

 Upload File

Number of Photos Taken

Enter a number...

Brief Description of the Display Theme/Story

Write something...

Social Media Platforms Used (if applicable)

- ☐ Instagram
- ☐ Facebook
- ☐ TikTok
- ☐ Other

Date of Photo Capture

Enter date...

Time of Photo Capture

Post-Change-Out & Maintenance

Tasks to ensure the display remains in good condition and identify areas for improvement.

Next Scheduled Maintenance Date

Enter date...

Estimated Bulb/Battery Replacement Time (Hours)

Enter a number...

Notes on Display Stability/Potential Issues

Write something...

Maintenance Tasks Completed (Check all that apply)

- ☐ Dusting/Cleaning
- ☐ Tighten Fittings
- ☐ Check Lighting
- ☐ Inspect for Damage
- ☐ Adjust Mannequin Posing
- ☐ Check Signage

Person Responsible for Future Maintenance

Write something...

Any Damage Observed During Change-Out (to existing display or storefront)

Write something...

Overall Display Condition (After Change-Out)

- ☐ Excellent
- ☐ Good
- ☐ Fair
- ☐ Needs Attention