



# Window Display Change-Out Checklist (Seasonal/Monthly)

## Planning & Preparation

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

**Scheduled Change-Out Date**

Enter date...

**Scheduled Start Time**

**Display Concept/Brief Description**

Write something...

**Concept Board/Mood Board (if applicable)**

 Upload File

**Estimated Labor Hours Required**

Enter a number...

### 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:**

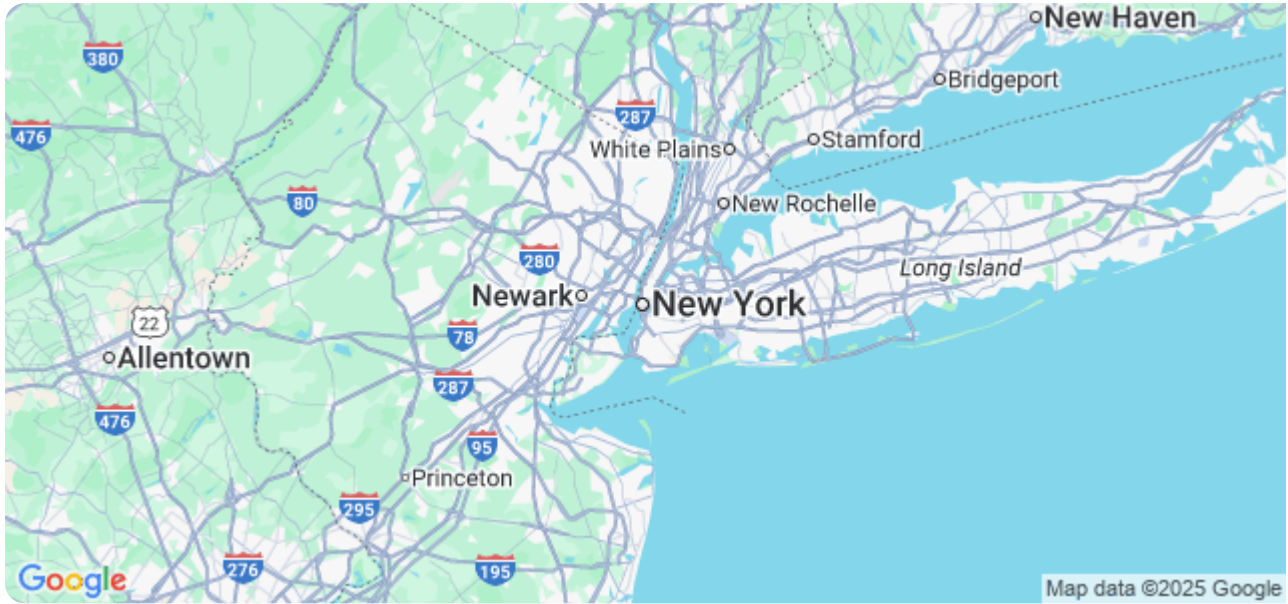
- All-Purpose Cleaner
- Glass Cleaner
- Wood Polish
- Specialized Cleaner (specify)

## **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