

Signage Planning Guide

Prepare sites, journeys, sign schedules, accessibility and suppliers.

Prepare individually. Align together.

HOW TO USE THIS RESOURCE

A structured working document

Complete the relevant sections before a shared review. Distinguish observed evidence from assumptions, identify the decision owner and record what must be resolved before work begins.

01 / SITE AND JOURNEY SURVEY

Site and journey survey

Evidence, decisions, owners and unresolved questions

NOTES

02 / DECISION POINTS

Decision points

Evidence, decisions, owners and unresolved questions

NOTES

03 / MESSAGE SCHEDULE

Message schedule

Evidence, decisions, owners and unresolved questions

NOTES

04 / SIGN FAMILY

Sign family

Evidence, decisions, owners and unresolved questions

NOTES

05 / ACCESSIBILITY AND LEGIBILITY

Accessibility and legibility

Evidence, decisions, owners and unresolved questions

NOTES

06 / MATERIALS AND FIXINGS

Materials and fixings

Evidence, decisions, owners and unresolved questions

NOTES

07 / FABRICATION AND INSTALLATION REVIEW

Fabrication and installation review

Evidence, decisions, owners and unresolved questions

NOTES

NEXT STEPS

Turn preparation into an accountable brief

Review the completed resource with the people responsible for the decision and delivery. Agree the priority question, evidence gaps, approval pathway and immediate next step.

This resource provides general planning guidance. It is not legal, financial, regulatory or accessibility advice.

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