

Electronic Message Center Quote Prep Checklist

Prepare the site, message, structure, software, approval, and support details before requesting an EMC estimate.

1. Project Basics

Checklist Items & Site Inputs

- ☐ Organization or property name
- ☐ Property address and proposed sign location
- ☐ Organization type: school, church, business, campus, property, municipal
- ☐ Target timeline if known
- ☐ Existing sign photos if replacing or retrofitting

2. Viewing and Location

Checklist Items & Site Inputs

- ☐ Road, sidewalk, entrance, or parking-lot viewing paths
- ☐ Approximate viewing distance
- ☐ Primary audience: drivers, pedestrians, visitors, tenants, students, members
- ☐ Obstructions: trees, poles, landscaping, parked vehicles, other signs
- ☐ Daytime and nighttime readability concerns

3. EMC Scope

Checklist Items & Site Inputs

- ☐ New sign, display-only update, replacement, or retrofit
- ☐ Monument, pylon, pole, wall-mounted, or cabinet integration

- ☐ Single-sided or double-sided preference
- ☐ Display area or overall sign size if known
- ☐ Single-color text or full-color programmable messages

4. Content and Software

Checklist Items & Site Inputs

- ☐ Message types: events, schedules, alerts, announcements, promotions
- ☐ Who creates, approves, publishes, and removes messages
- ☐ Content update frequency
- ☐ Software access and user permission needs
- ☐ Emergency, closure, and holiday message process

5. Approvals and Site Notes

Checklist Items & Site Inputs

- ☐ Landlord, campus, district, or property criteria
- ☐ Potential permit review status if already started
- ☐ Brightness, dimming, motion, or message-change concerns
- ☐ Power access notes if known
- ☐ Installation and service access notes

6. Buyer Notes & Special Instructions

- ☐ Capture special concerns, scope questions, approval notes, content ownership details, or multi-location requirements.

Buyer note: This checklist is for preparation only. It does not provide fixed pricing, permit approval, installation steps, electrical instructions, code interpretation, or brightness compliance guidance.