



## ROOM PREPARATION FOR THEATER & PANEL INSTALLATION

**Our installers cannot begin unless all tasks below are complete and this form is filled-out, signed and faxed to CDGi.**

Project Name \_\_\_\_\_

Dealer \_\_\_\_\_

Phone number \_\_\_\_\_

### **WALLS**

Drywall installed, taped, mudded and sanded.

### **PAINT**

- » Soffit and ceiling, Egg Shell black:
- » Moldings, doors per Design
- » Walls; Egg Shell per Design
- » Front wall; Egg Shell black
- » AC ducts, receptacles

### **CARPET**

Carpet and pad must be installed prior to installation.

### **ELECTRICAL AND AIR CONDITIONING**

- » Electrical boxes and receptacles are installed completely flush with drywall.
- » Electrical boxes, receptacles, etc. must be at a minimum of 12" from the finished floor and seating platform per theater design plans.
- » All wiring completed (i.e., speaker wire, alarm system) per A/V Dealer
- » Speakers, projector mount, shelving installed per design plans. Minimum thickness  $\frac{3}{4}$ " plywood should be used if speakers are hidden behind fabric for mounting support.
- » Air conditioning and/or heat are operable

### **BUILD OUT**

All build outs specified per the proposal and / or plans are complete.

- » Soffit
- » Stage
- » Platform
- » Front Wall



**ROOM PREPARATION FOR THEATER & PANEL INSTALLATION [CONT.]**

- » Other (please specify)

**DOORS & WINDOWS**

- » Doors must be cased, hung and finished
- » Windows must be cased, hung and finished
- » Protective Film applied to Windows
- » Blinds attached to windows, doors

**OTHER**

- » All work by others trades in room is completed.
- » Adequate lighting in room for installers.
- » Job site photos to verify room readiness have been sent to CDGi
- » Staging area available

Special considerations: Please convey to client that we request installers work area to be limited to traffic. This helps to insure quality, cost and time effectiveness:

**DEALER'S CONFIRMATION SIGNATURE**

**CDGI REVIEWER'S SIGNATURE:**

Signature\_\_\_\_\_

Signature\_\_\_\_\_

Printed Name\_\_\_\_\_

Printed Name\_\_\_\_\_

Title\_\_\_\_\_

Title\_\_\_\_\_

Date\_\_\_\_\_

Date\_\_\_\_\_

**PLEASE INDICATE THE FOLLOWING:**

Best Airport near installation site\_\_\_\_\_

Best Hotel near installation site\_\_\_\_\_