



This is where the doers support the dream, where we insure that deadlines are met and budgets are honored. Here's where our experience really shines and where you get to sit back and enjoy the whole thing. Rest assured, we'll find the answers. And no matter what, we got your back.

Our teams work with owners, creative designers, curators, architects and general contractors. Our skills include working with partners in both temporary and permanent installations, major site redevelopment projects, and creative "one-off" events to launch products and build brands. And no matter what the need, we understand the intricacies of scheduling and coordinating site processes and procedures.

We approach all our projects as a collaborative effort. We have vast experience working as part of multidisciplinary teams, including custom build and fabrication, mechanical interactives, dismantling, repair and refurbishment, and other project specialties. We are a licensed General Contractor, well versed in the processes and procedures necessary to develop

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There are eight core phases to our Project Process, from kick off through completion:

#### **I. Team Engagement & Project Kick-off**

While the number of dedicated team members for your project will vary on a daily basis, your project management



team—comprised of your project manager and your senior project director—will be your consistent, primary communication point throughout the project.

At the onset of our engagement we hold a project kick-off meeting with all key project stakeholders. The goal is to specify functional roles for team members and establish key communication pathways for the project. We will also clarify the project schedule and review the expectations of both project stakeholders and project partners, establishing a process that will insure all pertinent members of the team have appropriate, meaningful involvement in your project production process.

## **II. Site Visit**

Our team will examine the site in detail, and engage the project general contractor/project architect and design team to insure proper integration with all mechanical, electrical and plumbing details impacting the project.

## **III. Engineering & Construction Drawings**

Once we formalize the functional roles of all team members, our team begins development of engineering details and shop construction drawings, based upon the design detail documents provided by the client team. Any pre-engineering details discussed during early stages will be shared with the client team prior to the initiation of the final engineering process to insure coordination of detailing with the developing site.

## **IV. Construction & Build**

During the construction phase, Chicago Scenic project management staff will provide daily monitoring and management of all aspects of exhibition production. We will also host in-progress review visits or submit review photos and progress reports at agreed upon completion milestones (e.g. 25%, 50% and 75%).

## **V. Shipping & Install**

If appropriate, we will determine installation plans and shipping logistics during the fabrication process and will

develop specific shipping schedules prior to completion of fabrication. After final client progress review and approval, our team will initiate the delivery plan, often incorporating a phased program that coincides with appropriate stages of installation. We commonly use key members of the original fabrication team as dedicated site installation supervisors.

## **VI. Project Final Walkthrough**

At the completion of exhibit installation, we will host a project review walkthrough, attended by the design team, project manager and client team. We will compare a punch list of adjustments requested to current job scope, documented by the design team and submitted to the client team. The fabrication team will use that final punch list to make all necessary corrections.

## **VII. Project Back-up**

As part of our design and build process, we will provide complete operation, cleaning and maintenance manuals and warranty documents to the client team. We will complete all requested paperwork for payments, insurance and taxes. In addition, we will provide spare materials including touch-up paints, spare hardware, etc. as appropriate. We will also return all reference materials and project documents supplied by the client project team.

## **VIII. Onsite Training**

At that time, our team will also provide on-site training for your team members to familiarize them with any necessary operational, cleaning and maintenance duties, and we'll provide a one-year warranty on all materials and work performed.

With nearly 40 years of experience delivering projects on-time and on-budget, we've fulfilled the expectations and helped realize the dreams of many satisfied clients. We look forward to continuing to do that for many more years and for many more clients.

