

PRE-DESIGN *checklist*

A SIMPLE GUIDE TO HELP YOU START, PLAN, AND STAY ORGANIZED DURING YOUR DESIGN OR DECORATING PROJECT.

1. DEFINE YOUR GOALS

- ☐ WHAT ROOMS OR SPACES ARE INCLUDED?
- ☐ WHAT IS NOT INCLUDED IN THIS PROJECT?
- ☐ WHAT PROBLEMS ARE YOU TRYING TO SOLVE? (FUNCTION, STORAGE, LAYOUT, STYLE, ETC.)
- ☐ WHAT DOES SUCCESS LOOK LIKE WHEN THE PROJECT IS FINISHED?

2. SET A REALISTIC BUDGET

- ☐ DETERMINE AN OVERALL BUDGET RANGE
- ☐ DECIDE WHERE TO INVEST VS. WHERE TO SAVE
- ☐ ACCOUNT FOR FURNISHINGS, LABOR, DELIVERY, AND CONTINGENCY
- ☐ SET ASIDE 10-15% FOR UNEXPECTED COSTS

3. ESTABLISH YOUR TIMELINE

- ☐ IS THERE A DEADLINE OR EVENT DRIVING THIS PROJECT?
- ☐ ARE YOU FLEXIBLE OR FIXED ON TIMING?
- ☐ UNDERSTAND THAT CUSTOM ITEMS AND CONSTRUCTION TAKE TIME
- ☐ BUILD IN BUFFER TIME FOR DELAYS

4. GATHER INSPIRATION

- ☐ SAVE IMAGES OF SPACES YOU LOVE (NOT JUST INDIVIDUAL ITEMS)
- ☐ NOTE COMMON COLORS, MATERIALS, AND MOODS YOU'RE DRAWN TO
- ☐ IDENTIFY STYLES YOU DISLIKE
- ☐ SHARE INSPIRATION CLEARLY WITH YOUR DESIGNER OR CONTRACTOR

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5. MAKE KEY DECISIONS EARLY

- ☐ FLOORING AND WALL FINISHES
- ☐ CABINETRY, MILLWORK, OR BUILT-INS
- ☐ PLUMBING AND LIGHTING FIXTURES
- ☐ FURNITURE LAYOUT AND SIZING

6. PREPARE YOUR SPACE

- ☐ MEASURE ROOMS AND DOORWAYS ACCURATELY
- ☐ TAKE PHOTOS OF EXISTING CONDITIONS
- ☐ NOTE ARCHITECTURAL DETAILS TO KEEP OR REMOVE
- ☐ IDENTIFY STORAGE AND FUNCTIONALITY NEEDS

7. COMMUNICATE CLEARLY

- ☐ DESIGNATE ONE MAIN DECISION-MAKER
- ☐ SHARE FEEDBACK HONESTLY AND PROMPTLY
- ☐ AVOID LAST-MINUTE CHANGES ONCE WORK BEGINS
- ☐ TRUST THE PROCESS AND THE PROFESSIONALS INVOLVED

8. PLAN FOR INSTALLATION AND COMPLETION

- ☐ CONFIRM DELIVERY TIMELINES
- ☐ PLAN FOR ACCESS, PARKING, AND INSTALLATION DAYS
- ☐ UNDERSTAND WHAT PUNCH LIST ITEMS MAY REMAIN
- ☐ BE PREPARED FOR POSSIBLE SETBACKS AND UNEXPECTED HAPPENINGS
- ☐ SCHEDULE FINAL STYLING AND WALKTHROUGHS

9. ENJOY THE PROCESS

- ☐ DESIGN IS A JOURNEY — NOT EVERYTHING HAPPENS AT ONCE
- ☐ EXPECT PROGRESS, NOT PERFECTION
- ☐ CELEBRATE MILESTONES ALONG THE WAY
- ☐ ENJOY A SPACE THAT TRULY SUPPORTS YOUR LIFESTYLE

CREATED BY JOSHUA ALLEN DESIGN — HELPING CLIENTS MAKE CONFIDENT DECISIONS AND CREATE BEAUTIFUL, FUNCTIONAL SPACES, ONE PROJECT AT A TIME.