

# 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

## 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

## 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.

GREATER WORCESTER • GREATER BOSTON • NEW ENGLAND

WWW.JOSHUAALLENDESIGN.COM

508.901.9919

JOSH@JOSHUAALLENDESIGN.COM