

PROJECTED TIMELINE

2025 CHECKLIST + GUIDE



Welcome to your Valen Interior Design Project Timeline — a comprehensive guide built to help you track your renovation or remodel project from start to finish.

This timeline is designed to walk you through the key phases of a typical interior design project, whether you’re remodeling a bathroom, updating a kitchen, or refreshing your entire home. **Every home and project is different**, but this resource outlines the general steps and flow that keep projects on track.

How to Use This Document:

- Check off tasks as they’re completed — either by you or your design team.
- Add your own dates to stay aligned with the project schedule.
- Jot down notes or questions in the margins as you go — this is your working guide.
- Bring it to meetings or site visits — we’ll reference it together to make sure we’re aligned.

Important to Note:

This timeline is based on Valen Interior Design’s general project structure and is intended as a reference only. Every project has its own unique needs, timelines, and variables. For the best experience and to ensure your project’s success, we recommend working directly with a professional — like us.



TILE: 1X1 HALITE + AKOYA, 6X6 AKOYA | DESIGN: SARAH SHERMAN SAMUEL | IMAGE: JOSEPH BRADSHAW

PROJECTED TIMELINE

2025 CHECKLIST + GUIDE



1 | INITIAL DESIGN CONSULTATION

SITE ANALYSIS
SPACE PLAN REVIEW

- Define your budget | include 10–15% contingency
- Assess lifestyle needs, daily routines & functionality goals
- Measure existing conditions & review any key constraints (plumbing, structure, etc.)
- Identify priorities, must-haves, and wishlist items

2 | DESIGN DEVELOPMENT

INSPIRATION, MOOD BOARD, CONCEPTS, & ITERATIONS

- Develop mood boards and concept directions
- Finalize layout, circulation flow & spatial relationships
- Confirm fixture and furniture placement
- Explore accessibility, storage, and built-in needs
- Coordinate with professionals as needed (architect, engineer, etc.)

3 | SOURCING

MATERIALS & FINISHES SELECTION

- Select cabinetry and millwork styles (Scavolini, Fabuwood, Skapii)
- Choose surfaces (Caesarstone, Vadara, Cosentino)
- Select tile, wall finishes & flooring (Fireclay, MSI, Tile Bar)
- Choose plumbing, lighting, and appliance specifications (Kohler, Café, Visual Comfort)
- Confirm style direction across all material selections

4 | FINAL DESIGN CONCEPT

APPROVAL, CONTRACTS, DEPOSITS & PROCUREMENT

- Final review and approval of layout & finishes
- Apply for permits if structural or system changes apply (if applicable)
- Schedule walkthroughs and prep demo logistics
- Place orders for all long-lead materials
- Confirm lead times, delivery, and staging plans

5 | DEMO DAY + SITE PREP

PREP FOR INSTALL, RECEIVE MATERIALS, & INVENTORY

- Shut off utilities and prepare for temporary setups
- Protect adjacent areas (plastic, paper, floor coverings)
- Remove existing materials (demo) and prep surfaces
- Confirm site access and set expectations for job site conditions

6 | INSTALLATION + CONSTRUCTION

DELIVER MATERIALS, BEGIN INSTALL, & PROGRESS REPORTS

- Begin framing, rough-ins (plumbing, electrical, HVAC), and inspections
- Install finishes: cabinetry, tile, lighting, appliances, hardware
- Coordinate trades and ensure milestones are met
- Provide regular progress check-ins

7 | FINAL SIGN OFF & REVIEW

COMPLETION, WALK THROUGH, & PUNCH LIST

- Conduct final walkthrough & create punch list
- Test systems (plumbing, lighting, ventilation, etc.)
- Install finishing touches (accessories, shelves, mirrors)
- Schedule professional cleaning if needed
- Final client review and hand-off

GENERAL NOTES |

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PROJECT QUESTIONNAIRE

Helping you design spaces that feel like home – with purpose, beauty, and clarity.



TILE: 2X8 IVORY | DESIGN: GARZA INTERIORS | IMAGE: LISA PETROLE

SECTION 1: PROJECT SNAPSHOT

1. What space(s) are you looking to remodel or redesign?

- ☐ Kitchen
- ☐ Bathroom
- ☐ Living Room
- ☐ Bedroom
- ☐ Entryway / Hallway
- ☐ Whole Home
- ☐ Other:

2. Is this a...

- ☐ Remodel of an existing space
- ☐ New build or addition
- ☐ Furnishing/decor refresh only

3. Do you currently live in the space?

- ☐ Yes
- ☐ No – planning to move in
- ☐ No – this is a second property/rental

SECTION 2: YOUR DESIGN VISION

4. What do you want this space to feel like? (Pick 3–5)

- ☐ Clean & minimal
- ☐ Moody & dramatic
- ☐ Light & airy
- ☐ Warm & cozy
- ☐ Elegant & timeless
- ☐ Bold & colorful
- ☐ Earthy & organic
- ☐ Modern & sleek
- ☐ Other:

5. Describe how you use this space on a daily basis:

6. What’s not working in your current space?

SECTION 3: STYLE & INSPIRATION

7. What styles are you most drawn to?

- ☐ Modern
- ☐ Mid-Century
- ☐ Scandinavian
- ☐ Traditional
- ☐ Transitional
- ☐ Eclectic
- ☐ European / Italian
- ☐ Coastal
- ☐ Industrial
- ☐ Other:

8. Do you have a Pinterest board or mood board for this project?

- ☐ Yes (Please share!)
- ☐ Not yet
- ☐ I’d like help creating one

9. Are there any materials, colors, or finishes you love or hate?

Love:

Avoid:

PROJECT QUESTIONNAIRE



SECTION 4: FUNCTIONAL NEEDS

10. What are your must-haves for this space?

- ☐ More storage
- ☐ Updated fixtures
- ☐ Better lighting
- ☐ Improved layout
- ☐ Space to entertain
- ☐ Kid-friendly features
- ☐ Aging-in-place considerations
- ☐ Other:

11. Any specific items that must stay or be reused?

SECTION 5: TIMELINE & BUDGET

12. What's your ideal project start date?

13. Is there a deadline (event, move-in, etc.)?

- ☐ Yes – Details:
- ☐ No – Flexible:

14. Investment wise, what have you set aside for this project?

- ☐ Under \$25K
- ☐ \$25–50K
- ☐ \$50–100K
- ☐ \$100–200K
- ☐ Over \$200K

SECTION 6: CONTACT & NEXT STEPS

Name:

Email:

Phone (optional):

Preferred Contact Method:

- ☐ Email
- ☐ Text
- ☐ Call

Would you like to book a consultation?

- ☐ Yes, please!
- ☐ Not yet — just exploring for now

FINAL PROMPT

Anything else you'd like to share about your project?

Thanks so much for taking the time to fill this out — it's the first step in designing a space that truly reflects you.

Here's what to do:

Send this completed form to
val@valeninteriordesign.com

Want to chat? You can book your consultation here:

CONTACT + UPLOAD THIS FILE before submitting.

Once I receive your responses, I'll review your goals and reach out to guide you through the next steps.

