

CLIENT PLANNER + CHECK LIST

PROJECT GUIDE

DESIGN BY VALEN INTERIOR DESIGN



PROJECT GUIDE

CHECK LIST + PROJECT GUIDE 2026

Welcome to your Valen Interior Design Project Guide. This document was created specifically for you as a road map for our time working together. Inside you will find a projected timeline that walks you through each phase of your project from our first conversation all the way through final sign off, a questionnaire to help me understand your vision and how you like to work, and a checklist to keep us both on track along the way.

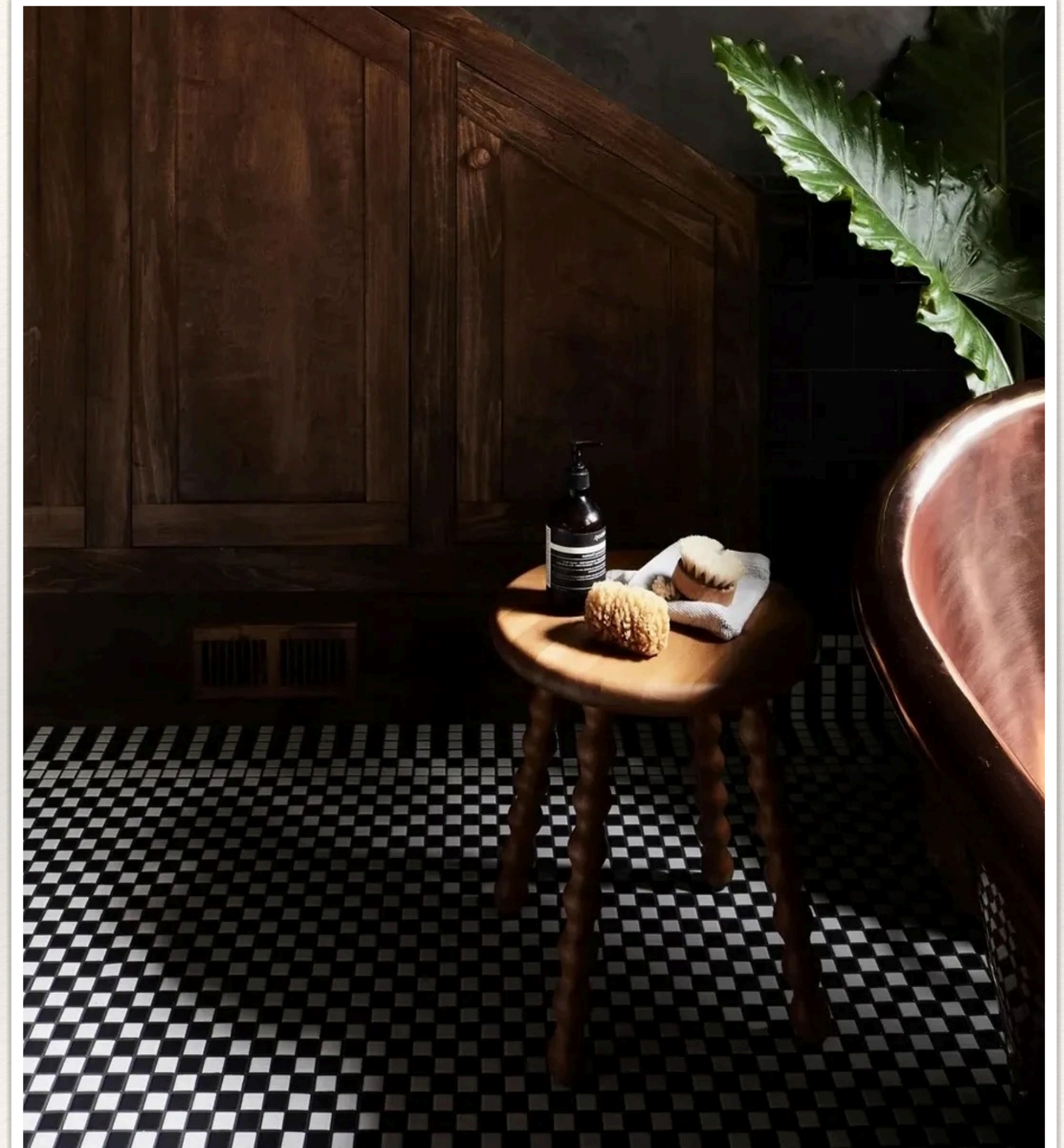
There is no wrong way to use this — bring it to our meetings, jot notes in the margins, check things off as we go. Think of it as your personal guide to this process. I put it together because I want you to feel informed, confident, and excited at every stage. If you ever have questions about where we are or what comes next, this document has the answer.

Let's build something great together.

— Val

P.S —

As we work together you may notice your project appear on Valen Interior Design's social media — from material sourcing and design selections to behind the scenes progress and completed spaces. This is how I share my work and connect with the design community. A Photography Release Form will be provided before any final photography takes place.



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

PROJECT TIMELINE

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1 | INITIAL DESIGN CONSULTATION

SITE ANALYSIS
SPACE PLAN REVIEW

- Define your investment | 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 (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 THROUGHS, & 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 |

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.

DON'T KNOW WHERE TO START? START HERE.

PROJECT QUESTIONS

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PROJECT QUESTIONNAIRE

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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

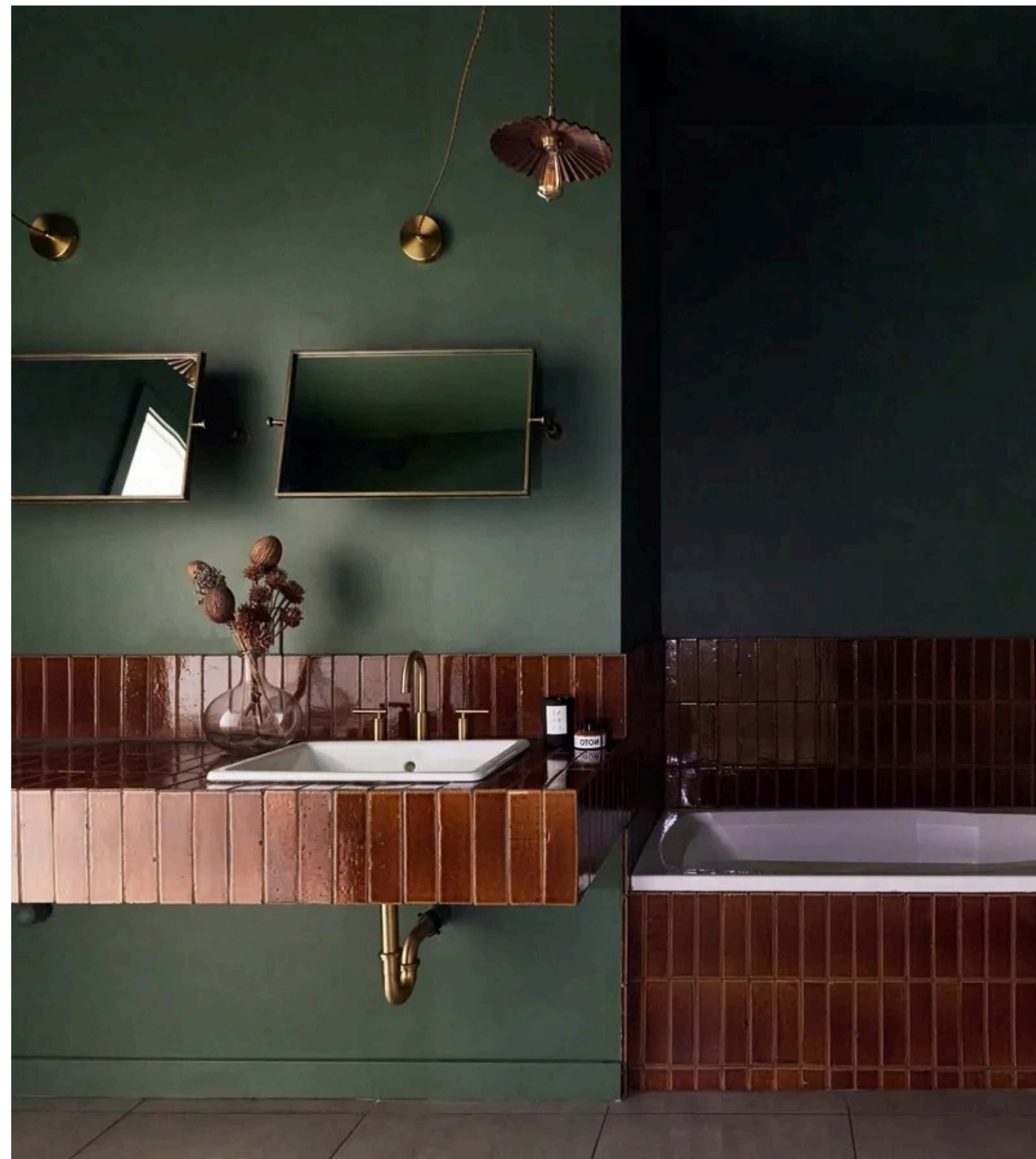
9. Are there any materials, colors, or finishes you love or hate?

Love:

Avoid:

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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 & INVESTMENT

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: HOW WE WORK TOGETHER

15. How involved would you like to be in the design process?

- Very involved – I want to be part of every decision
- Collaborative – I trust your expertise but want to stay informed
- Hands-off – I hired you, I trust you, surprise me!

16. How would you describe your decision-making style?

- Quick and decisive – I know what I want
- Thoughtful – I like to sit with options before deciding
- I tend to need a few rounds before I land on something

SECTION 7: CONTACT & NEXT STEPS

Name:

Email:

Phone (optional):

Preferred Contact Method:

- Email
- Text
- Call

Would you like to book a consultation?

- Yes, please! << [CLICK HERE](#)
- Not yet – just exploring for now

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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:

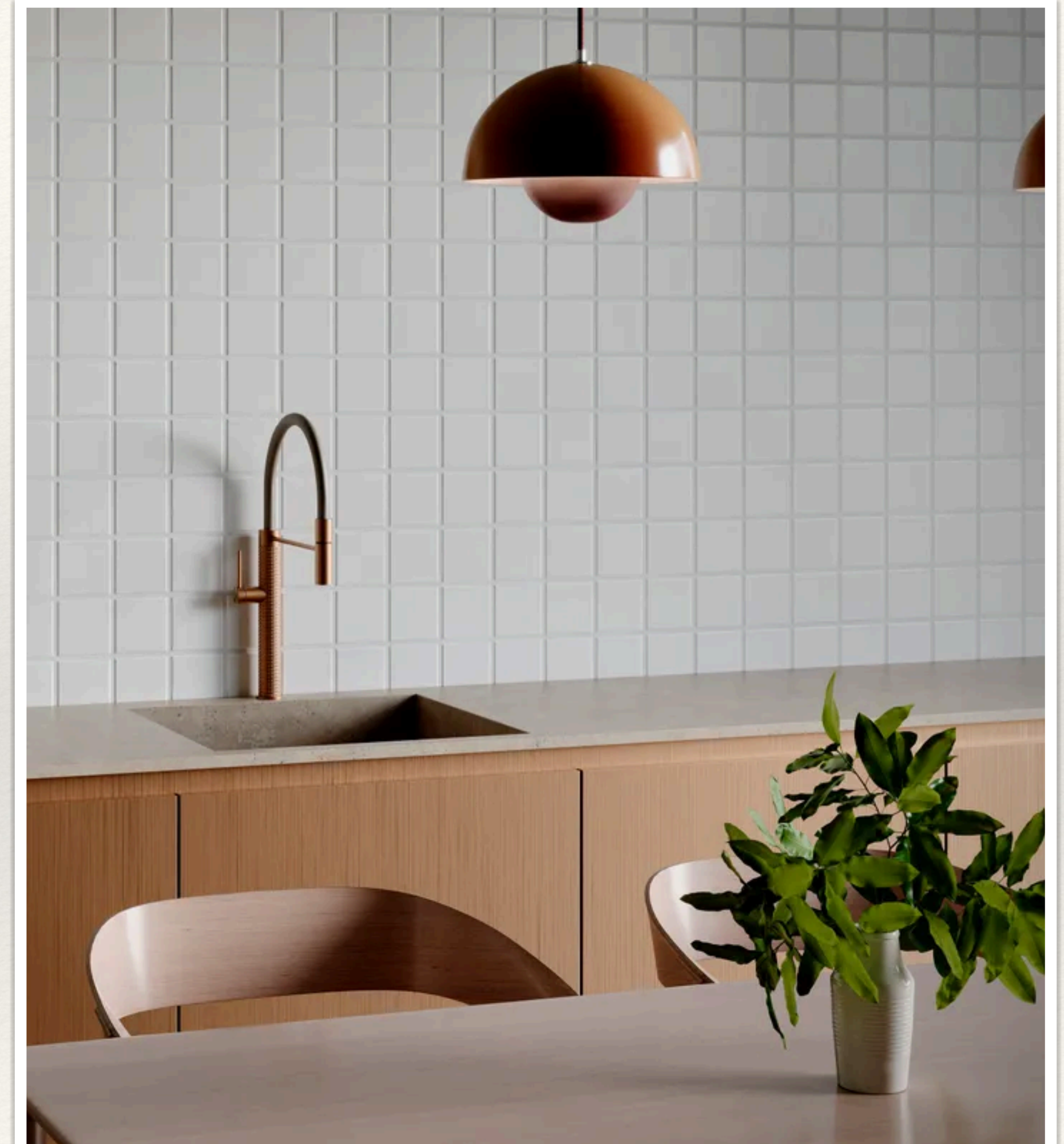
Send this completed form to val@valeninteriordesign.com

Want to chat? You can book your consultation here:

[CONTACT + DOWNLOAD THIS FILE](#) before submitting.

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

Please note that ongoing projects and sourcing may be featured on Valen Interior Design's social media throughout the design process. A Photography Release Form will be provided prior to any final project photography.



TILE: 3X3 WHITE SALT CREEK SATIN MOSAIC BACKSPASH | DESIGN: FIRECLAY_TILE | IMAGE: FIRECLAY_TILE

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