INTERIOR DESIGN / 01

# BUILD THE ROOMS AND USE BRIEF

Give each designer the same known room, household and decision context without creating the design.

A helpful preparation resource from PickYourPro.ai. Fill in digitally or print. Keep your completed copy private.

**Home or project type / rooms or areas in scope / occupancy context**

**Intended use / activities / people / comfort or accessibility questions for a professional**

**Furniture, art, equipment or features to retain, move, replace or protect**

**Style references / colors or materials liked / items or looks to avoid**

**Known or approximate dimensions / available plans / items needing professional verification**

**Desired timing / decision makers / approvals / dependencies and known constraints**



Preparation only. Not design, measurement validation, product or finish selection, fit or quantity calculation, structural or trade direction, accessibility, code, permit, contract, or legal advice.

INTERIOR DESIGN / 02

# MAP ITEMS, PRIORITIES AND LOGISTICS

Organize what is known by room; the designer proposes layout, selections and coordination.

**Room zones / functions / priorities / people or activities to accommodate**

**Retained furniture, art, collections or equipment / known condition and location**

**Storage, lighting, privacy, comfort or circulation observations and questions**

**Existing finishes or architectural features / keep, discuss, replace or unknown**

**Client-supplied items / sourcing or procurement preferences / undecided items**

**Access, delivery, receiving, storage, installation or building-coordination constraints**



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INTERIOR DESIGN / 03

# DEFINE DESIGN AND SERVICE SCOPE

Record the designer's proposed phases, deliverables, approvals, purchasing and handoff.

- [ ] Rooms, intended use, users and priorities are defined
- [ ] Retained, client-supplied and undecided items are separated
- [ ] Dimensions and plans are labeled known, approximate or to be verified
- [ ] Design phases and deliverables are itemized
- [ ] Review points, revision rounds and approval owners are stated
- [ ] Design fees are separated from products and purchasing services
- [ ] Freight, receiving, storage, installation and return responsibilities are assigned
- [ ] Final records, open items, care information and follow-up are defined

**Proposed discovery, site review, measurement responsibility and design phases**

**Concepts, layouts, selections, drawings or schedules / review points / revision rounds**

**Sourcing, procurement, freight, receiving, storage, installation coordination and final handoff**



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INTERIOR DESIGN / 04

# QUESTIONS FOR THE INTERIOR DESIGNER

Use the same questions for each designer and record assumptions, exclusions and ownership.

**Discovery: rooms, use, retained items, measurements and constraints?**

**Deliverables: concepts, layouts, selections, drawings and sequence?**

**Review: approvals, revision rounds and change process?**

**Purchasing: selection, ordering, payment, returns and substitutions?**

**Coordination: freight, receiving, storage, installers and site work?**

**Handoff: final records, care information, open items and support?**



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INTERIOR DESIGN / 05

# COMPARE WRITTEN DESIGN SCOPES

Compare the same room brief. A design-services label alone does not show deliverables or logistics.

**Designer A / Designer B / proposal dates / same rooms and use brief?**

**Discovery, measurement responsibility, phases and deliverables - A / B**

**Reviews, revisions, approvals, selections and purchasing - A / B**

**Freight, receiving, installation coordination, handoff, timing and terms - A / B**

## READY TO HEAR FROM PROS?

Optional next step: Create an account on PickYourPro.ai and start an interior designer request. Share the rooms, intended use, retained items, style references, priorities and timing so participating pros can compete with proposals. Keep access codes, payment details and private household information out of the request.

**One request. Every pro's best offer.**

Start a request

Participation varies. A site review, measurement plan, and design-discovery conversation may be needed before a final proposal.

Planning guide: https://www.pickyourpro.ai/services/interior-designer

Federal Trade Commission: How to avoid a home improvement scam (official reference)



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