

## Planning Checklist

How to find the right window covering solution for your home.

Print out this checklist and answer these simple questions to determine your window covering needs. When finished, share the information with your professional designer or retail store associate. If choosing window coverings for more than one room, make as many copies of this page as you need.

In which room is the window located?

- Living Room    Family Room    Dining Room    Kitchen    Bathroom    Bedroom  
 Nursery    Home Office    Hall/Entry Way    Other \_\_\_\_\_

How will the space you are decorating be used?

- Work    Relaxation    Entertaining    Formal    Informal    Dining    Sleeping  
 Other \_\_\_\_\_

What is the style of décor in room/home?

- Traditional    Contemporary    Country    Casual    Eclectic    Don't know    Other \_\_\_\_\_

Which are your favorite colors or patterns?

\_\_\_\_\_

\_\_\_\_\_

Do you prefer a fabric window covering?       Yes    No

Are there children or pets in the home?       Yes    No

How many windows/doors are there in the room?      \_\_\_\_ Windows   \_\_\_\_ Doors

Do you want to coordinate window coverings with windows in an adjacent room?       Yes    No

What level of privacy do you desire?       Minimum    Moderate    Maximum

What is window's exposure?       North    South    East    West

How much light control do you need?       Minimum    Moderate    Maximum

Is energy efficiency a concern?       Yes    No

Is ease of cleaning a concern?       Yes    No

Are there interfering factors to consider?

- Window Cranks    Window A/C    Baseboard Heaters    Light Switches    Electrical Sockets  
 Crown Moldings    Beams    Chair Rails    Other \_\_\_\_\_

Do you have any specialty shaped windows?       Yes    No   If yes, what shapes? \_\_\_\_\_

What are your window's measurements?

\_\_\_\_\_ " wide x \_\_\_\_\_ " high       Inside Mount    Outside Mount (See Measuring Instructions for help)

Once you've answered these questions, you're ready to start your window treatment purchasing journey!  
We have the right solution for your window covering needs.