PRESENTATION BOARD CHECKLIST:

1. For best results, mount heavier items on half sheet sizes of foam core. Use foam tape or Velcro to affix heavier items such as tile and granite samples, wood flooring, carpet etc.

2. Select a neutral color for the foam core and/or mat boards used. The color selected should compliment the materials used in your presentation.

3. Highlight the importance of key elements by mounting them on a secondary piece of mat board. Cut around the image, leaving a small framework of mat board. Affix this secondary mat board onto the main presentation board. (Use this technique for important catalog photos, or to accentuate each rendered elevation)...

4. Each board should include a rendered elevation, clustered by the materials being introduced.

5. Remember to include enough of the major design elements to fully describe the flavor of each space.

6. Keep the size of the materials presented in ratio with their overall use in the design scheme. (ie......The paint sample for the main wall color should be much larger than the chips for any corresponding accent colors. If the main flooring material is wood or stone, then that sample will be much larger than any secondary material).

7. Mount actual material samples as often as possible. Do not over rely on color copy print-outs. (These can never convey the true nature and interplay of materials). You are asking your clients to spend substantial amounts of money....they MUST be able to see and feel everything!

8. Whatever materials get placed on your sample boards must be labeled and coded to correspond with both the Furniture and Finish Legends.

9. It's best to use a label maker to create the stickers affixed to each sample. Using clear tape with black text works gives a very professional look. (You may also print labels on the computer, cut them out, and glue them onto the samples.)

10. There should be a copy of both the Furniture Legend and the Finish Legend affixed to the backside of every presentation board.

11. Remember to include an identifying label on the face of each board as well. This should include the name of the project. Your name and design firm logo. Select a business like font, in an appropriate size.
12. Always include a room label to identify which room is being showcased on which board.

13. Other elements you may want to incorporate:
   Decorative borders created with metallic ink pens.
   Additional shapes of colored paper to enhance key images.
   Hardware samples.
   Additional elevations or axons to highlight important room elements.

14. Materials to have on hand:
   (3M) Super77 Spray Adhesive
   Rubber Cement
   (3M) Foam Mounting Tape
   Mat knife and/or exacto knife (have a good supply of spare blades on hand!)

15. FINAL REMINDER OF WHAT IS TO BE PRESENTED:
   Rendered copy of your floorplan at 1/4” scale.
   One rendered view of each of these areas: Kitchen, Living, Master Bath.
   Each view must be drawn in 1/2” scale. (Axon, elevation, or perspective).
   Material samples as needed to convey your overall design intent:
   Granite and/or stone
   Wood and/or carpet
   Tile
   Paint colors
   Fabric samples
   Lighting products (decorative items only)
   Hardware and cabinet samples
   Furniture photos of important pieces.