



COACH EVON

Let's Create Your Space

DECOR REQUEST CHECKLIST

Please check what you need and fill in the details below.

Print it, take a picture after you complete it, or fill it out electronically.

1. CLIENT DETAILS

Name: _____
Phone: _____
Email: _____
School/Business: _____
City: _____
Grade Level: _____
Subject: _____

2. PROJECT DETAILS

Theme: _____
Colors: _____
Room Size: _____
Room Budget: _____
Start Date: _____
Desired Completion Date: _____

3. WHAT DO YOU NEED?

- ☐ Full Room Decor
- ☐ Door Decor
- ☐ Bulletin Boards
- ☐ Wall Decor
- ☐ Desk Area Setup
- ☐ Reading Corner

- ☐ Learning Stations
- ☐ Labels / Signs
- ☐ Name Tags
- ☐ Classroom Theme Setup
- ☐ Photo Area / Backdrop
- ☐ Custom Centerpieces

- ☐ Organization Help
- ☐ Shopping Help
- ☐ Setup Only
- ☐ Tear Down / Refresh

4. WHAT DO YOU ALREADY HAVE?

- ☐ Decorations
- ☐ Fabric / Paper
- ☐ Baskets / Bins
- ☐ Posters
- ☐ Furniture
- ☐ Nothing Yet

Other: _____

5. ADDITIONAL NOTES

Thank You!

I can't wait to help bring your vision to life!