

Initial Meeting Essentials Checklist

NAME: _____

PHONE: _____

EMAIL: _____

HOME ADDRESS: _____

PROJECT ADDRESS: _____

Helpful documents to bring to your initial meeting:

Existing Plans, Photos, & Surveys

Proposed Sketches, Ideas, & inspiration photos

Email them over to us ahead of time at info@smsaarchitects.com

Initial Discussion Topics

Project scope

Design & Construction Schedule

Design – Architecture & Engineering Fee Budget

Construction Budget

Communication during projects

We communicate through email – phone – in-person or virtual meetings.