

OUR PROCESS

WHAT TO EXPECT WHEN WORKING WITH
EMILY ANNE INTERIOR DESIGN



OUR APPROACH

At Emily Anne Interior Design, we strive to provide you with an exceptional experience through what we know can be both an exciting and overwhelming time. Below you will find an overview of our process and what to expect we move through each step of a project.

Questions? We're big on communication so please do not hesitate to reach out!

(406) 955-1800

studio@ea-interiordesign.com



Onboarding

WELCOME PACKET

INTERNAL SET-UP

We're so excited you've chosen us to help with your project! We'll be getting you setup in all our systems internally. Keep an eye out for an email from us welcoming you to Emily Anne.

Programming & Information Gathering

PROJECT KICK-OFF MEETING

IN-HOUSE MEASURE

Initial on-site and in-person meetings are an incredibly important part of the process as we learn more about you, uncover your primary goals, and explore desired aesthetic.

Meetings: Kickoff Meeting & Site Measure

Schematic Design & Preliminary Concepts

INITIAL DESIGN CONCEPTS

FLOOR PLAN MEETING

DESIGN PLAN PRESENTATION MEETING

The design team begins developing initial concepts with floor plans, concept boards, and even finish samples to be presented.

We'll start with the main rooms to nail down style and direction before taking the concept into the rest of the scope.

Meetings: Floor Plan Meeting, Initial Concept Design Presentation

Design Development & Refinement

DESIGN DETAILS

REFINED DESIGN MEETING

FINAL DESIGN MEETING

Based on your feedback, the design is refined and additional meetings will continue as needed. As design details are meticulously considered and we collaborate with you, the architect, and the builder to ensure clear communication of all design details.

Meetings: Refined Design Presentation



Project Documentation

TECHNICAL DRAWINGS
SPECIFICATIONS FINALIZED
BUILD PACKET FINALIZED
BUILDING BEGINS ORDERING FINISHES

Specification documents are created for implementation in the field and drawings are finalized for submission to the city for approval, as needed. The design team is available for construction observation as things progress.

This phase always has exciting moments as progress takes place at the job site!

Furniture Selection & Installation

INITIAL FURNITURISHING OPTIONS CHOSEN
DETAILS FINALIZED
PURCHASING AND ORDER MANAGEMENT
FURNITURE INSTALLATION

Many of the initial ideas and selections may be presented during the Design Development phase, but this is where we start getting into the nitty gritty. Any of the initial selections are finalized, we get your hands on additional samples we special order for you project and we begin choosing any additional pieces that will bring the design to life.

Our team handles the entire procurement process from ordering and tracking, to delivery and installation.

Project Administration

CONSTRUCTION OBSERVATION CONT.
MEETING WITH VENDORS
WEEKLY UPDATE EMAILS
ON-SITE MEETINGS & FINAL WALK-THROUGHS
PUNCH LIST
INSTALLATION DAY
CLOSING ITEMS

This is an ongoing part of all projects. The team is continually in communication with the builder throughout the process to alleviate stress on you, our client, and provide additional direction as needed. We have been through this process countless times and can guide each client through the process.

Meetings: Builder, vendor, and on-site meetings as needed, Additional Design Details meetings as needed

