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Commercial Pre-Meeting Programming Worksheet

By filling out this worksheet, you are providing us with helpful information that we can use to prepare our initial thoughts for the first meeting. If you do not have an answer for a question, feel free to leave it blank.

Project Location: _____

Contact Info: Name(s): _____

Email: _____

Phone: _____

Project Type: new construction addition remodel tenant improvement

Sub Type: hotel / bed & breakfast event center

restaurant retail

warehouse storage office

mixed use (check uses above)

other: _____

Property Size: _____ **What is your desired square footage?** _____

List any specific desired spaces you need: _____

Desired architectural style (pictures welcomed): _____

In a few words, please describe your business goals: _____

Is there a desired project timeline? Target completion date? _____

Has a budget range been established? What is it? _____

Any additional information you would like us to know: _____

