

Design Review Checklist for Design Teams

	Full Design Review	Desktop Review	When required
	Project Information Form	Project Information Form	Prior to the first preview meeting
	Preview meeting	Preview meeting, if required	One week before Design Review
	Three (3) key images or drawings describing the project, emailed to Design Advisor (less than 1MB per image)	Three (3) key images or drawings describing the project, emailed to Design Advisor (less than 1MB per image)	One week before Design Review
	A1 presentation panels (up to 12 sheets) - one copy		One day before Design Review by midday
	A3 set of presentation panels - one copy, unbound	A3 presentation drawings (up to 12 sheets) – four (4) copies, unbound	One day before Design Review by midday
	Digital copy of presentation panels (PDF)	Digital copy of presentation drawings (PDF)	One day before Design Review by midday