



# LET'S PLAN YOUR PROGRAM

## A HOLIDAY BUDGET WORKSHEET

**Before you begin,** What are your goals for the season? What are you currently using and can answer these questions: anything be repurposed? What should be included in your three-year vision?

**YES NO**

- Do you have infrastructure
- Do you need installation/removal
- Do you need a focal point tree  
**Size:** \_\_\_\_\_
- Do you have colors or a theme  
\_\_\_\_\_

How will you store the decor:  
\_\_\_\_\_

Current inventory:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### What to expect when planning your holiday program:

#### 1 We are here!

##### Discover Meetings

- Introduction to the Property
- Site Walk
- Review of Goals & Needs
- Budget Discussion

#### 2

##### Build the Program

- Present Initial Program Ideas
- Present Budget
- Revise Both as Needed
- Final Approvals

#### 3

##### Site Verification

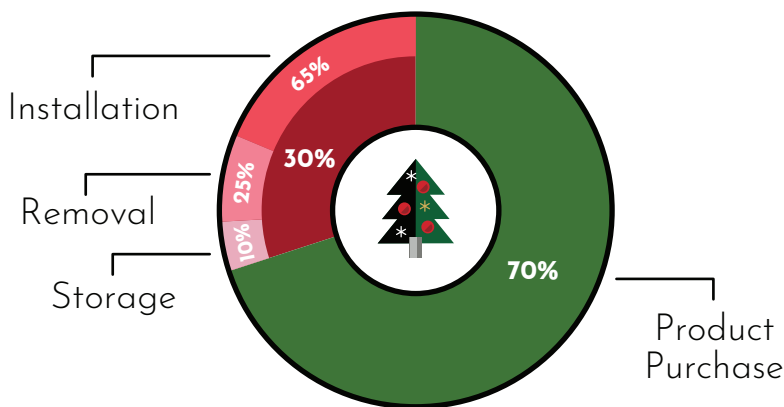
- Site Survey
- Trouble-Shooting
- Program Revisions as Needed
- Scope Creation
- Install Schedule

#### 4

##### Logistics

- Program Kick Off
- Shipping Schedule
- Installation
- Maintenance/Removal
- Refurb and Next Season Planning

### Program Planning Estimates



### Program Totals

Product with Tax	\$ _____
Installation	\$ _____
Removal	\$ _____
Storage	\$ _____
Refurbishment	\$ _____
Total	\$ _____



To learn more and to find inspiration, visit [dekra-lite.com](http://dekra-lite.com) or to speak directly with an elf contact us at **(800) 436-3627** and mention you need help with budgeting!