

# Planing Holiday Decor Checklist

- Review property guidelines and regulations
- Check local ordinances for outdoor decorations
- Verify any restrictions from property management
- Set a budget & allocate funds for new decorations
- Consider costs for installation and removal
- Determine installation date
- Schedule removal date
- Ensure consistency with brand identity
- Consider current design trends
- Select key decoration areas ex. entrance, main corridors, exterior facades, landscaping, parking areas
- Plan lighting
- Choose energy-efficient options (e.g., LED)
- Ensure outdoor lights are rated for exterior use
- Consider timer or control systems
- Select decorations
  - Trees (real or artificial).
  - Wreaths and garlands
  - Ornaments and baubles
  - Banners or signage
- Consider interactive elements
- Photo opportunities
- Digital displays or projections
- Arrange for installation
- Ensure proper equipment for safe installation
- Plan for safety
- Check all electrical connections
- Ensure decorations don't obstruct exits or walkways
- Use fire-resistant materials
- Organize storage
- Designate space for decoration storage
- Label and organize for easy future use
- Schedule maintenance
- Plan for regular checks and upkeep during the season
- Prepare for removal and storage
- Schedule timely removal after the holiday season

