

To help us provide an accurate project estimate, engineering feasibility check, and tailored design proposal, please complete this checklist and send to sales@festive-commercial.biz.

01 CLIENT & ORGANIZATION DETAILS

Company Name:		Contact Person:	
Title / Role:		Direct Email:	
Phone / Mobile:		Property / Venue:	

02 VENUE & SITE CHARACTERISTICS

Property Type:	☐ Shopping Mall	☐ Grade A Office	☐ Hotel / Resort	☐ Outdoor Plaza / Public
Installation Environment:	☐ Indoor Atrium	☐ Outdoor Exposed	☐ Semi-Covered	☐ Building Facade
Target Dimensions:	Max Height (m):		Floor Space Required (sq.m):	
Load & Anchoring:	☐ Ground Anchor Points Available		☐ Overhead Structural Rigging Points Available	
Power Supply:	☐ Single Phase (220V) ☐ 3-Phase Power		☐ Dedicated DB Board Nearby	

03 EVENT THEME & PROJECT SCOPE

Occasion / Theme:	☐ Christmas / Winter	☐ Chinese New Year	☐ Easter / Spring	☐ Mid-Autumn /Autumn
Core Deliverables:	☐ Centerpiece Tree / Structure	☐ Hanging / Ceiling Decor	☐ Photo Spot / Archway	☐ Facade / Exterior Lights
Procurement Model:	☐ Full Custom Design & Build (Purchase)		☐ Seasonal Decor Rental & Installation	
Concept / Vision Summary:				

04 KEY TIMELINE & LOGISTICS CONSTRAINTS

Desired Setup Date:		Grand Opening Date:	
Dismantling Date:		Installation Window:	☐ Overnight Only (22:00-06:00) ☐ Daytime Access Allowed
Logistics Constraints:	☐ Cargo Lift Available	☐ Crane (outdoors) / Cherry Picker (indoors/outdoors) allowed	☐ Floor Load Limit Applies

05 BUDGET RANGE & SAFETY REQUIREMENTS

Estimated Budget (HKD):	☐ Below HK\$150,000	☐ HK\$150,000 - \$300,000	☐ HK\$300,000 - \$600,000
	☐ HK\$600,000 - \$1,200,000	☐ HK\$1,200,000 +	
Compliance Needs:	☐ RSE Structural Cert	☐ Form WR1	☐ FSD Fire Retardant Cert
	☐ Wind Load Calculations		

Next Steps: Upon receiving this completed form, our team will provide a preliminary feasibility feedback within 2–3 business days.

Festive Decor Commercial Display Ltd.
Tel: +852 2947 0077