



Welcome to the Junior League of Pittsburgh's Designers' Show House located at 1300 Wood Street. On behalf of the Designers' Show House Committee, we thank you for attending Room Selection Day.

The number of spaces to design will be at or around 28

First Floor: 10 Spaces

Octagonal Solarium: 1-10

Sunporch: 1-11

First Level Parlor 1: 1-12

First Level Parlor 2: 1-13

ADA Compliant Bathroom 1-14

Main Entry Hall 1-15

Grand Stairwell 1-16

First Level Suite 1-17

First Level Vestibule 1-18

Butler Stairs 1-19

Second Floor: 9 Spaces

Second Level Suite 1: 2-10

Second Level Bath 1: 2-11

Second Level Bath 2: 2-12

Second Level Suite 2: 2-13

Second Level Common Area: 2-14

Second Level Bedroom A: 2-15

Second Level Bedroom B: 2-16

Second Level Suite 3: 2-17

Second Level Hall + Sitting Area 2-18

Third Floor: 7 Spaces

Third Level B: 3-10

Third Level D: 3-11

Third Level Bathroom: 3-12

Third Level Hallway: 3-14

Third Level A: 3-15

Third Level C: 3-16

Third Level E: 3 -17

Balcony Outdoor Living Space: 3-19

Basement: 1 Space

Speakeasy: B-10

Rooftop: 1 Space

Rooftop Living Space: R-10

Benefits of Participating in the Designers' Show House

- Contribute in a significant way to community programs sponsored by the Junior League of Pittsburgh.
- Staff room and establish personal contact with thousands of potential visitors.
- Showcase and sell furnishings to the homeowner and public.
- Meet and network with other established interior designers.
- Enjoy tremendous media attention and publicity.
- Attend the Opening Night Event.
- Create and share your design expertise while building your portfolio.

Expectations of participating in the Designers' Show House

- The Junior League of Pittsburgh will provide a contract between the designer and the League. See contract highlights on the next page for more details.
- Designers must perform work by completion dates.
- Tentative Designers' Show House schedule includes, but is not limited to, the following activities and dates:

December 2 & 16, 2017	Designers' Show House Room Selection Day(s)
January 8, 2018	Designer Interest Packet Due
February 1, 2018	Designers' will be notified of selection
First two weeks of March, 2018	Designers' Storyboard Day
March 2018 (tentative)	Designers' Show House Sip-n- See Event
April 1, 2018	FINAL Deadline for all homeowner repairs
April 2, 2018	League takes possession of the Leased property.
April 2 – 30, 2018	Designers complete work on rooms
May 1-2, 2018	Designers' Move In Days
May 3, 2018	Designers' Show House Media Day
May 4, 2018	Opening Night Event
May 5 – May 20, 2018	Designers' Show House open to the public
May 21 – 22, 2018	Designers' Move Out Days
May 23 – 29, 2018	Post inspection maintenance completed
May 30, 2018	Landlord regains possession of home.
June 6, 2018	Landlord to send the League, via email, written estimates for damages, if any

Contract Highlights

- Room Assignments
 - Designers will be notified of room assignments by February 1, 2018.
 - The Designer is responsible for, at the designer's sole expense, decorating their assigned room in the show house. The designers will decorate their space without any charge to the Junior League of Pittsburgh or the homeowner. **At the termination of the Show House, the room will be returned to a white box.**
- Designer Storyboards
 - Designers will present storyboards to the Designers' Show House Committee, the purpose of which is to review the design concept and direction for the room. Digital Storyboards will be accepted.
 - Storyboards shall show placement of furniture, window coverings, paint color, lighting systems, wall coverings and stains, or finishes to be applied, and any necessary electrical wiring. The storyboard must reflect the room description written by the designer after the room selection day.
 - If the homeowner wishes to purchase any drapery treatment used in the room, the designer will provide at cost, materials and labor for the drapery treatments along with the appropriate invoices for materials and labor.
- Staffing of Rooms
 - Designers are responsible for staffing of their rooms during the dates and times the show house will be open to the public, as well as noted for special events.
- Contracts and Insurance
 - All designers are required to sign a Junior League of Pittsburgh Designer Contract. This contract must be returned to the league by February 15, 2018.
 - Designers must provide certificate of insurance to the Junior League of Pittsburgh for the time period of April 2 – May 22, 2018 as outlined in the contract.
 - Designers must also provide to the Junior League a list of contractors to be used for the Show House.
- Security Deposit
 - A \$500.00 security deposit to the League is required upon execution of the contract. Said deposit will be held in escrow and returned to the designer after move-out and inspection of the room.
 - If the League retains any portion of the deposit, it shall submit an invoice to the designer explaining the repair (plastic, electrical, etc.)
- Opening Night Event
 - Designer shall receive two complimentary tickets to the opening night event on May 4, 2018. Additional tickets can be purchased from the League.

Next Steps

- If you are interested in participating, please submit the following materials to Rose Peck, Associate IIDA, LEED AP ID+C at designchair@jlpgh.org by **January 8, 2018**:
 - A single PDF of 6-12 images representative of your work
 - A single page bio with complete contact information and all relevant social media handles.
 - A list of your top 4-5 room choices. Include a written paragraph for each room choice with your thoughts on your vision for the room, including, but not limited to, the following: room use, general style, color, patterns, use of local and sustainable products and materials, etc.
 - Designers will be selected by the Junior League of Pittsburgh's Designers' Show House Committee.
 - Preference will be given to designers who plan to incorporate sustainable ideas including but not limited to reclaimed and locally sourced products and themes in their designs.
 - Designers will be notified of room assignments by February 1st.