

Steps to Organizing a Production Design Event



Reach out to production designers you know locally.



Reach out to the Production Designers Collective to connect with more local members. Search for colleagues through databases of local unions and guilds.



Start a communication line: email chain, whatsapp group, google group etc.



Host a meeting of interested colleagues, in person or on zoom. Discuss ideas for events, and relevant issues in the community.



Brainstorm possible partners from the local community: film academy, film school, cinematheque, film commission, art and media non-profits.



Brainstorm possible funding sources and sponsors. Don't be discouraged by lack of funds - many events can be organized even on a limited budget.



Once the event details are confirmed, register the event on the [IPDW website](#).



Promote the event through local contacts, social media and industry outlets. Ask the our team for the IPDW media kit - logo, graphics, posters etc.



Recruite volunteers from local film and design schools to aid during the event.



Document the event in photos, videos and social media. Use a sign-up sheet for guests to collect information for future initiatives. Enjoy yourself.



Share your gratitude with colleagues, volunteers, and industry partners after the event. Lay the groundwork for future initiatives and collaborations.

Still have questions? team@productiondesignweek.org