



San Francisco Design Week 2026

Event Planning Form

THIS IS NOT AN APPLICATION. TO COMPLETE AN APPLICATION VISIT

<https://sfdesignweek.org/submit-new-event/>

DEADLINE: April 24th, 2026

Apply to host a Community Event, Public Art project, Installation, or Exhibition. Proposals are reviewed for originality and relevance to Bay Area design. Decisions are emailed within two weeks. Use this document to prepare for completing the SFDW application form

Review our [FAQ](#) for more information about hosting an event.

1. APPLICATION TYPE

Select Your Event Category (Required):

- ☐ Individuals (Fee: \$100)
- ☐ Small Studios and Non-Profits (2-9 Employees) (Fee: \$150)
- ☐ Non-Profit (10+ Employees) (Fee: \$299)
- ☐ For-Profit Company (10+ Employees) (Fee: \$399)
- ☐ Studio Crawl (Fee: \$199)

Event Type:

- ☐ Community Event
- ☐ Studio Crawl

2. Event Details

Event Title (Required - Max 120 characters)

Design Discipline

Event Description (Required - Schedule, Speakers, Perks)

Please describe your event. This text will appear on your public event page on our website. Tips for approval:
*Schedule: Break down the timing (e.g., 5pm Networking, 6pm Panel, 7pm End). *Speakers: Include names and bios. *Perks: Highlight food/bev, swag, DJs, or interactive elements.

Event Image

Accepted file types: jpg, jpeg, png, gif.

This image will be featured on the event calendar. Specs: Landscape format, max 2MB. (JPG, PNG, GIF).

Content: Do not include logos or typography. Photos or illustrations only. File Name Format:

EventName_SFDW2026image.jpg/png *By submitting an image I agree that Images submitted may be used by SFDW for promotional purposes

Event Max Capacity (1-1000)

Do not add buffer: We add a 10% buffer to this number to account for no-shows. Please let us know how many tickets we should aim to make available to our attendees. Make sure you have space for inviting your own personal guests, clients, etc.

3. TICKET SALES & REVENUE

Proposed Ticket Price

This is the price of your ticket. San Francisco Design Week will set up tickets for your event accordingly with our registration system.

Select your Event Ticket Sale Revenue Preference:

- ☐ Donate 100% of Event Ticket Sales to SFDW (501c3)
- ☐ Revenue Split: Request 50% payout (Check within 30 days post-festival)

**Note: Rev Share is not available for Studio crawls*

** Review our [FAQ](#) for more information about ticketing*

**We reserve the right to adjust prices to align with our overall programming*

4. Event Date and Time

Event Date/Time - Studio Crawl

Choose the date based on your studio's location.

- ☐ June 11th (6-9pm) South of Market: Portrero, Mission, SOMA, Castro, Bernal Heights, Noe, etc
- ☐ June 12th (6-9pm) North of Market: Fidi, North Beach, Hayes Valley, Pacific Heights, etc

Event Date/Time - Stand Alone Events

NOTE: Events held on the evenings of June 2nd, 11th, and 12th must end by 6pm. If you would like to participate as an Official Studio Crawl Event on the nights of June 11th or 12th, please instead select 'studio crawl' from the application type above. Open Studio and Studio Crawl are a different type of event. Contact our team at events@sfdesignweek.org for questions.

Preferred Start and End Date/Time (Required)

Second Preferred Start and End Date/Time (Required)

Event Content (Required)

- ☐ Open House
- ☐ Lecture
- ☐ Panel
- ☐ Workshop
- ☐ Exhibition
- ☐ Film
- ☐ Happy Hour/Mixer
- ☐ VIP Party
- ☐ After Party
- ☐ Open Studios
- ☐ Other _____

5. Event Venue Details

Venue Name (Required):

Venue Description (Required)

Venue Address (Required)

Street Address

Address Line 2

City

ZIP Code

Organizer Details

Organizer Contact Name (Required)

Organizer Company Name (Required)

Organizer Company Website (Required)

Organizer Phone Number (Required)

The phone # for the contact person organizing the event. *THIS WILL NOT BE PUBLICLY DISPLAYED* For internal use should our coordination team need to contact you.

Organizer Email Address (Required)

The email address for the contact person organizing the event.

Organizer Instagram Account (Required)

This Instagram Account will be used for social media and marketing purposes

Organizer Company Logo (Required)

Accepted file types: jpg, jpeg, png, gif.

(Accepted file types: jpg, jpeg, png, gif. Please upload a 1×1 (square) format .png of your company's logo.

Please ensure its dimensions are no greater than 1200×1200 pixels with a file size no greater than 500KB.)

Is there anything else you would like us to know?