



HOST APPLICATION CHECKLIST

Each year SFDW attracts 50,000 attendees who gather over the course of 8 days. This highly curated series of events span a diverse range of topics. The best programming showcases the authenticity and diversity of the Bay Area design community.

Make sure that you have everything you need before you fill out the application. We ask that you only submit complete events as the information will be used to populate your final event listing. Changes to your listing after submission may incur an editing fee.

Still have questions about how to curate a unique event that is sure to stand out from the rest? Email us at info@sfdesignweek.org or visit our FAQs sfdesignweek.org/faqs

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| <input type="checkbox"/> Point of contact name | <input type="checkbox"/> Potential event speakers |
| <input type="checkbox"/> Company description | <input type="checkbox"/> Preferred date and time |
| <input type="checkbox"/> Company logo | <input type="checkbox"/> Venue name |
| <input type="checkbox"/> Event type | <input type="checkbox"/> Venue address |
| <input type="checkbox"/> Event title | <input type="checkbox"/> Ticket price |
| <input type="checkbox"/> Event description | <input type="checkbox"/> Target number of attendees* |
| <input type="checkbox"/> Event image | <input type="checkbox"/> Who to make check out to and mailing address ** |

* Please list the target number of attendees you want to come to your event. Each year SFDW calculates how many additional tickets to add based on historical no-show rates. We also reserve a percentage of tickets for Press, VIPs and International Guests. You can opt out of VIP/Press access on the application form.

**For ticket reimbursement after your event. You can also choose to donate your revenue from ticket sales to SFDW or a charity of your choice.