



SAMPLE LETTER TO PRODUCERS

Dear [insert producer name],

For the first time in our industry's history, production designers from around the world are getting together to exchange ideas, discuss techniques, share stories and strengthen bonds.

The Production Designers Gathering will take place between October 21-25th, in Greece. The conference will features panels and workshops on current issues within the production design community such as VFX, budgeting, leadership skills and collaboration.

I would like to attend the Gathering, since it would be a wonderful and unique professional development opportunity. Workshops will be lead by an impressive line-up of colleagues and attended by production designers from around the world. I'm excited to learn from my peers and discover their experiences and best practices from their projects.

I realize that taking time off work to attend a professional development event is a rare occurrence in our industry, considering our demanding work conditions. Production designers are needed on set daily, and are expected to be on call for any emergency. To that end, the event's organizers scheduled the program over an extended weekend, allowing designers to barely miss work. My absence will be minimal, and I trust my team to supervise the design work during that time.

I'm sure you can imagine the positive outcome of participating in such a retreat - not only will I come back refreshed and energized, but the insights presented and discussed there are exactly what myself and the art department need to improve our work. I intend to bring back strategies and lessons learned so I can share them with the rest of production.

Thank you for your consideration and understanding. I'm available to share more information and to discuss a plan to ensure a smooth production during my brief absence.

Sincerely,

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