01 Files & Inputs Guide

WHAT WE NEED FROM YOU

The sooner we receive the right files, the faster we start and the fewer revisions we need. Here is what we need for each type of work.

Type of work	Essential	Helpful if available	Preferred formats
Roads & streets	Plan view, cross-sections, landscape plan, lighting and signage locations	Levels, traffic study, tree species	DWG · PDF
Masterplan	Layered masterplan, land uses, building heights	Models of key buildings, project branding	DWG · IFC · SKP
Buildings & facades	Plans, elevations and sections, materials schedule	3D model, photographed material samples	DWG · RVT · IFC · 3DS
Interior design	Dimensioned plans, ceilings, lighting	Mood board, furniture catalogs	DWG · PDF · JPG
Camera matching	Original, unprocessed drone footage	Flight GPS data, site stills	4K MP4 / MOV
Films	Script or key messages, logo and fonts	Past films the client likes, as reference	AI · PDF · TTF

Before You Send

CAD files

- Units in meters
- Purge unused layers and blocks
- One file per drawing, with Xrefs attached
- Mark the latest approved revision in the file name

3D models

- Real project coordinates where possible
- Group elements by type (buildings, roads, landscape)
- State the software and version used
- Include materials or their names

File Naming

[Project]_[Type]_[Zone]_[YYYYMMDD]_v[NN]

Example: HOD_Masterplan_Central_20261107_v03.dwg

How to Send

One organized link (Google Drive, WeTransfer or OneDrive) with folders: 01_CAD · 02_3D · 03_Photos · 04_Drone · 05_References. Send the link to hello@designatix.com with a short summary of what it contains.