



# OrKidstra Event Proposal Form

***Thank you so much for your interest in OrKidstra. As OrKidstra is in high demand with limited capacity, please fill in the following form so we understand the nature of your event. We look forward to getting back to you promptly.***

## EVENT DESCRIPTION:

Host of event (*name of organization*): \_\_\_\_\_

Principal contact: \_\_\_\_\_ Email: \_\_\_\_\_

Cell phone: \_\_\_\_\_ Other phone (*office*): \_\_\_\_\_

Purpose of event (*ie. charity event, corporate meeting etc.*): \_\_\_\_\_

Size and makeup of audience: \_\_\_\_\_

## EVENT SPECIFICS:

Type of music required (*check off all that apply*):  performance for audience  background music

Size/type of group required (*check off all that apply*):  Chamber group \_\_\_\_\_ (*list number of players desired*)  
 Choir  Orchestra

Date of event: \_\_\_\_\_ Address of event: \_\_\_\_\_

OrKidstra call time: \_\_\_\_\_ OrKidstra end time: \_\_\_\_\_

Parking (*provide all applicable information*): \_\_\_\_\_

Green Room/Dressing Room (*provide all applicable information*): \_\_\_\_\_

## OUR EXPENSES:

*OrKidstra is a charitable organization (# 83246 7153 RR0001) with a primary focus on social development, through music, for school-age children (5-18) from under-served areas of Ottawa.*

***Our expenses to participate in your event reflect our up-front costs; based on your event needs, we will respond to you with our costs to participate in your event. Contributions over and above our costs would be much appreciated; these funds will support the ongoing success of OrKidstra.***

## REQUIREMENTS\*:

**Yes, we will provide armless chairs, nut-free food and drinks (including water) for the kids.**

*\*Depending on the organization/event, OrKidstra may require other materials including, but not limited to, audiovisual (A/V) equipment, microphones, music stands and/or transportation.*

## ACKNOWLEDGEMENT:

**When you contact *OrKidstra*, please also be prepared to let us know:**

- How and when *OrKidstra* will be acknowledged for their performance;
- What the marketing plan is for the event and who the principal contact is *(if applicable.)*

## OTHER:

- Please note: Our performers always wear *OrKidstra* t-shirts and black pants/skirts at all events.

**Today's date is: \_\_\_\_\_**

***Please complete this form and send it by email to***

**[program@orkidstra.ca](mailto:program@orkidstra.ca)**