



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 wear the *OrKidstra* uniform with pride at all events.**

Today's date: _____ **Signature:** _____

Please complete this form and send it by email to

program@orkidstra.ca