

**OTTAWA LIVE ARTS COMMUNITY REQUESTS FOR EXPRESSIONS OF INTEREST
INFORMATION FORM**

MS Word File – 1. **Type** your information into this document 2. **RESAVE** the document to your desktop (i.e., MYNAME.doc).

Please email a copy with your REOI submission to to: ottawalac@gmail.com

and

Mail a hard copy with your REOI submission to:

GigSpace, Attn: OLAC

953 Gladstone Ave

Ottawa K1Y 3EH

YOUR INFORMATION			
FIRST NAME		LAST NAME	
TITLE			
ORGANIZATION			
STREET ADDRESS			
CITY		PROVINCE	
POSTAL CODE		TELEPHONE	
WEBSITE		EMAIL	

APPLICATION CHECKLIST		
Your Information Should Include:		
<input type="checkbox"/> Statement of Interest	<input type="checkbox"/> A brief description of your Arts organization <input type="checkbox"/> An outline of your space requirements and their uses <input type="checkbox"/> Check if interested in shared space <input type="checkbox"/> Check if interested in office space only and intended use	<input type="checkbox"/> A brief outline of current programming <input type="checkbox"/> A brief outline of current or future programming designed for active older adults