**Activity Proposal Form: Our Space 2014**

Use this form to propose your very own activity and await contact from the Our Space Program Development Supervisor. Visit the Park Etiquette page on the City of Windsor website as well as our Tips and FAQs for guidance. If you need additional assistance please send inquiries to vsamek@city.windsor.on.ca.

**About You**

**Name:**

**Email:**

**Phone:**

**Address:**

**City/Region:**

**Postal Code:**

**Website:**

**Twitter:**

**How would you prefer to be contacted by the Program Development Supervisor**?

By email

By phone

Either mode of communication is fine

**About Your Activity**

**Title of Activity**  Strong activity titles are short, explanatory, and often clever. Write something provocative so someone will want to click on your event.

**Examples:** “Be Zapped! See & Learn Flamenco, the percussive dance of Southern Spain” or “GaGa—Israeli Dodge Ball?”

**Description of Activity (limit 100 words)**  A successful description is brief, explains the activity clearly, and states explicitly how someone can participate. This is the information we use to tell visitors what’s happening. **Example:** Smiling Faces Sing-along: Young and playful, this community choir brings the meaning of collective activity to the field, playing tunes at random, from memory, improvised, and even playing a single violin together. Bring your own Suzuki to play along, or hang out and support this talented group of young music-makers.

**(Attach in separate sheet with any additional visuals, promotional material or flyers)**

**Preferred Dates**: This can be very loose. It's just to get an idea of your availability.

1. **Month: Date:**
2. **Month: Date:**
3. **Month: Date:**

**Preferred Time:**

1. **Start: End:**
2. **Start: End:**

**Will you need time to set up or clean up after the activity? How much?**

Please note that Our Space is a zero-tech, acoustic environment; technical and event support is very limited. Please bring friends to help out if you think you’ll need it. Contact [Veronica Samek](mailto:vsamek@city.windsor.on.ca?subject=Questions%20for%20Our%20Space%202014), Program Development Supervisor with questions.

**Estimation of Attendance**

Under 10 (we love small groups!)

10-50

51-100

100+ (we love big groups!)

Not a clue

**Rain or Shine? Will this event happen if it’s raining or too hot? Please remember to contact us if you have to cancel for weather-related or any other reason.**

Yes, this event will happen rain or shine

No, I will contact Veronica Samek, Program Development Supervisor, if the event will be cancelled for weather-related or any other reason

**In 2-3 sentences answer the following questions:**

* **What are your goals for the activity? What do you want the participants to feel?**
* **How does this activity intersect with your own organizational/ professional/ artistic/ social goals?**
* **How will you know your activity is a success?**

**Please sign and check if the following is a true statement**:

This activity is free and open to the public and I have read and understood the Park Etiquettegoverning **Our Space** activities.

I, , agree to comply with all conditions and regulations of participating in **Our Space**. Non-compliance with these regulations and policies may result in removal from the festival and exclusion from City of Windsor festivals.

Signature Date

**After submitting the form, the Cultural Affairs Team will contact you to confirm the details of your activity.**

**Thank you for your interest in Our Space 2014!** Bottom of Form