

Looking for Space? Questions to ask:

SPACE PLANNING

- What will the space be used for?
- How much space do you need?
- For how long will you need the space?
- Where do you want to be located?
- What is your organizations' capacity?

USE

How will the space be used? What will be the traffic coming to the space?

- Back office functions/administrative
- Research
- Some public interface
- Counseling (a lot of public interface)
- Clientele – amount of traffic, level of privacy

AMOUNT OF SPACE/USAGE

- Desk
- Few Desks
- Desks and offices
- Reception
- Conference Rooms

USAGE

- Rarely
- A few times a week
- Daily
- Full time

LENGTH OF TIME SPACE IS NEEDED

How long do you think you will need the space?

- Cost
- Legal agreements and options

ORGANIZATIONAL CAPACITY

- Documents and supporting materials
- Funding and Financing
- Unanticipated costs

Type of Spaces Available

- Coworking Space
- Shared Space
- Sublet
- Rent
- Own