

# Office Design Brief

## 1) Functional Brief

Consideration	Your answer
Who, if anyone, will be visiting the space? (example: clients, investors, talent)	
How do you work? (example: when we get together in the office, it's to collaborate and ideate)	
What works well in your current space? (example: the team enjoy working on the high benches together, and nobody really sits at their desks)	
What are your unique requirements as a business? (example: we need a product showcase for visiting clients and prospects)	
What rituals do you have as a business? (example: we love to get together at the end of the week to reflect on our achievements)	



## 2) Aesthetic Brief

Consideration	Your answer
What is your business's mission?	
What is your brand identity?	
How do you want to be perceived internally?	
How do you want to be perceived externally?	