

AARC initiates its programs in response to a community need. Non-profits, community groups and individuals may suggest a one time program that is relevant to AARC and PARD's mission, values and audience. Suggested programs are to be offered to the public free of charge and collaborators "volunteer" their services. The City of Austin and the Parks Department facility provides the resources for production and marketing of the program. If the suggested program meets the requirements and can be supported by its budget, the AARC may engage in a collaboration. Collaborations require a customized agreement outlining the terms of participation.

Individuals or organizations may submit the collaboration request along with any supporting materials to the AARC for consideration. Once your request is received AARC staff will review the form and will be in contact as soon as possible. Please note: The AARC is only able to accept a limited number of collaborations each year.

**I. CONTACT INFORMATION**

NAME _____		TITLE _____	
MAILING ADDRESS _____		ORGANIZATION _____	
CITY _____	STATE _____	ZIP CODE _____	
CELL PHONE _____		WORK PHONE _____	
E-MAIL _____		WEBSITE _____	
NATURE OF ORGANIZATION	CULTURAL	NON-PROFIT ORGANIZATION 501(C)(3)	
<small>*CHECK ALL THAT APPLY</small>	COMMUNITY GROUP	OTHER	

**II. PROGRAM INFORMATION**

PROGRAM TITLE \_\_\_\_\_

TYPE OF PROGRAM <small>*CHECK ALL THAT APPLY</small>	CLASS/WORKSHOP	CULTURAL PERFORMANCE
	LECTURE/SPEAKER	EXHIBITION
	FILM SCREENING	OTHER

PROGRAM DESCRIPTION

 HOW WILL THE EVENT  
BENEFIT THE PUBLIC?

---

ADMISSION TYPE:	WALK-IN	REGISTRATION	RSVP
-----------------	---------	--------------	------

**III. PARTICIPANT/AUDIENCE PROFILE**

 DESCRIBE YOUR  
TARGET AUDIENCE
 

---

 WHAT OUTREACH  
METHODS WILL BE  
USED TO RECRUIT  
PARTICIPANTS?
 

---

 ESTIMATED AUDIENCE 

---

 AUDIENCE AGE:    YOUTH    ADULT    SENIOR    ALL

**IV. SCHEDULING AND SPACE INFORMATION**

PROGRAM START DATE:    /    /    PROGRAM END DATE:    /    /

START TIME:	END TIME:	SETUP TIME:	CLEAN-UP TIME:
-------------	-----------	-------------	----------------

DAY OF THE WEEK:	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
------------------	--------	--------	---------	-----------	----------	--------	----------

PREFERRED SPACE(S):	LARGE MAIN MEETING ROOM (FOYER)	SECONDARY MEETING ROOM (CONF. ROOM)
	BALLROOM	SMALL MEETING ROOM(S)
	THE GREAT LAWN (OUTDOOR SPACE)	KITCHEN ACCESS

**V. GOALS OF COLLABORATION AND AARC MISSION RELEVANCE**

 HOW DOES THE PROPOSED  
PROGRAM SUPPORT THE  
MISSION OF THE AARC?
 

 WHY DO YOU WANT TO  
COLLABORATE WITH THE  
CITY OF AUSTIN (AARC)?
 

---

**VI. ADMINISTRATIVE RESPONSIBILITIES**

 WHAT WILL YOUR ORGANIZATION  
PROVIDE IN ORDER TO SUPPORT  
THE PROGRAM?
 

---

 WHAT SPECIFIC RESOURCE ARE  
NECESSARY FROM THE CITY OF  
AUSTIN (AARC) IN ORDER TO  
SUPPORT THE PROGRAM?
 

---

**V. SUBMISSION**

 PLEASE SUBMIT THE FOLLOWING  
COLLABORATION REQUEST VIA:

 E-MAIL (PREFERRED)    [aarc@austintexas.gov](mailto:aarc@austintexas.gov)

 MAIL OR IN PERSON    Asian American Resource Center  
8401 Cameron Road Austin, Texas 78754

Signature \_\_\_\_\_ Date \_\_\_\_\_

 Thank you for your interest in facility rentals at the Asian American Resource Center. For any additional questions or concerns please contact the center via e-mail at [aarc@austintexas.gov](mailto:aarc@austintexas.gov) or by phone at (512) 974-1700.

**VI. NOTES (OFFICE USE ONLY)**

SUBMISSION DATE:	APPROVAL DATE:
------------------	----------------