

# Collaboration Request

## City of Austin Parks and Recreation Department Mission Statement

Inspire Austin to learn, play, protect and connect by creating diverse programs and experiences in sustainable natural spaces and public places

## Carver Museum Mission Statement

Through the preservation and exhibition of African American material culture, history, and aesthetic expression, the Carver Museum works to create a space where the global contributions of all Black people are celebrated.

We accomplish this by telling stories about our local community and connecting those histories to larger narratives about Blackness.

## CLIENT INFORMATION

Full Name :

Title:

Organization:

Phone Number :

Email :

Address :

City :

State :

Nature of Organization:

Cultural

Community Group

Corporate

Non-Profit

Other

## PROGRAM INFORMATION

Program Title:

Event Coordinator:

Type of Program:

Workshop/Class

Speaker series

Film Series

Cultural Performance

Summit/Festival

Exhibition

Banquet/Reception

Other

Brief Description of Program:

How will the event benefit the public?

Admission Type:

Walk-In

Registration

RSVP

## PARTICIPANT/AUDIENCE PROFILE

How will the event benefit the public?

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What outreach methods will be used to recruit participants?

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Estimated Attendance:

Audience Age:  All Ages  Adult  Youth

## SCHEDULING & SPACE INFORMATION

Program Start Date:

Program End Date:

Start Time:

End Time:

Setup Time:

Clean Time:

Is this program recurring?  Yes

No

Reoccurrence Pattern:

Every Week

Bi-Monthly

Biweekly

Monthly

Quarterly

Other

Days of the week:

Sunday

Monday

Tuesday

Wednesday

Thursday

Friday

Saturday

Preferred Space(s):

Drum (Foyer)

Theater

Dance Studio

Genealogy Center

Freedom Plaza

Conference Rm

Classroom

Outdoor Space

## GOALS OF COLLABORATION & MISSION RELEVANCE

How does the proposed program support the Carver's mission of the Carver?

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Why do you want to collaborate with the City of Austin (Carver) of the Carver?

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## ADMINISTRATIVE RESPONSIBILITIES

What will your organization provide in order to support the program?

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What specific resources are necessary from the City of Austin (Carver) in order to support the program?

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## MARKETING & PROMOTION

Event Budget/Estimated Costs :

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Add Ons / Extras :

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Payment Method :

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Taxes :

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Deposit :

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## SUBMISSION

Please submit the following E-mail (select preferred email from staff below and note: HERE)

Faith.Weaver@austintexas.gov (Education Coordinator)

J.Savannah@austintexas.gov (Museum Site Coordinator)

Carre.Adams@austintexas.gov (Site Manager - Exhibition)

All collaborations must be approved by the City of Austin Parks and Recreation Department. All events require a separate project timeline and will be approved based on the capacity of the Carver museum to host the proposed event. Please allow a minimum of 6 weeks planning time from the date of approval. Exhibits, festivals, and film or speaker series will require 3-6 months. Proposals that can not meet these requirements will be approved on a case by case basis.

Client's  
Signature :

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Date:

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Site  
Manager's  
Signature:

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Date:

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Division Manager's  
Signature :

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Date:

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