

# 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.

Events must be FREE for all participants and open to the public.

## 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 reoccurring?

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?

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