

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
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**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:
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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) hanna.huang@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:
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