



8 West Third Street Suite 260 B Winston-Salem, NC 27101 // 336.749.1317 // [www.authoringaction.org](http://www.authoringaction.org)

### Assegai Outreach Ensemble Engagement Request Form

Thank you for your interest in including Authoring Action's Assegai Outreach Ensemble in your planned event/workshop!

Assegai Ensemble Outreach engagements require time for planning, writing, rehearsal and transportation on the part of Authoring Action staff and participating youth Ensemble members. As such, Authoring Action requires a fee for service to cover expenses associated with staff direction of youth work and a small stipend for each participating youth. Engagement fees are determined according to the time involved in preparation, number of youth involved, length of the engagement and travel distance.

Please return your completed Request Form to Jenny Moore, Program Director, at [jenny@authoringaction.org](mailto:jenny@authoringaction.org). Authoring Action directors will review your request and follow up with you via e-mail regarding the fee and to answer any questions you may have.

At times, Authoring Action contributes its time for public engagements; however, as a 501(c)(3) non-profit organization, we welcome donations in support of the program.

**Organization Name:** \_\_\_\_\_

**Contact Name:** \_\_\_\_\_ **Phone:** \_\_\_\_\_ **E-mail:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**On-site Event Contact Name (if different from above):** \_\_\_\_\_

**On-site Contact Cell Phone:** \_\_\_\_\_

**Event Date:** \_\_\_\_\_

**Event Location:** \_\_\_\_\_

**Event Description:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**Audience Profile:** \_\_\_\_\_

\_\_\_\_\_

**Expected # of Attendees:** \_\_\_\_\_

**Themes to be Addressed by Ensemble:** \_\_\_\_\_

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**Time Allotted for Engagement (minutes):** \_\_\_\_\_

**Engagement Start Time:** \_\_\_\_\_

**Stage/Sound Provided:**      Yes      No

**Event Promotions:**

If you would like Authoring Action to promote your event on its Website, simply send approved promotional content to Jenny Moore at [jenny@authoringaction.org](mailto:jenny@authoringaction.org).

As well, we request that you use the following approved content to promote the Assegai Outreach Ensemble's participation in your event materials:

**Authoring Action Mission:** *To transform the lives of youth through the power of creative writing and spoken word arts and leadership education that promotes positive systemic change.*

**The Assegai Outreach Ensemble** *serves as a partner and resource for educational, cultural, social and civic organizations seeking youth voices and insight to achieve healthy, thriving and unified communities. Members engage audiences through stage and film presentations of original written works that speak to pressing community concerns.*

**To learn more about Authoring Action or invite the Assegai Outreach Ensemble to engage with your group, visit us at [www.authoringaction.org](http://www.authoringaction.org).**

**Engagement Evaluation:**

For reporting and program evaluation purposes, Authoring Action seeks to gather feedback from audience members. Generally speaking, evaluation surveys are kept to 3-5 questions survey questions and can be provided in hard copy form for collection at the conclusion of the event or administered via Survey Monkey (if attendee e-mails are provided to Authoring Action). Please indicate your preference below:

Authoring Action may distribute hard copy evaluations at the event.

Our organization will provide audience member e-mails to Authoring Action to conduct the evaluation survey via Survey Monkey.

Please contact us to discuss other options regarding administering the evaluation.

If you have any questions, please indicate them here and we will happily address them in our follow up communications with you.

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**We look forward to serving you!**