



8 West Third Street Suite 260 B Winston-Salem, NC 27101 // 336.749.1317 // www.authoringaction.org

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

Please complete this form and return it to us via e-mail at info@authoringaction.org. Executive Director Lynn Rhoades will review your request and follow up with you to answer any questions you may have.

Each Assegai Ensemble Outreach engagement requires time for planning, writing, rehearsal and transportation on the part of Authoring Action staff and participating youth. As such, Authoring Action requests 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.

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

Assegai Outreach Ensemble Engagement Request Form

Please tell us how you learned about Authoring Action's Assegai Outreach Ensemble services:

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: _____

Expected # of Attendees: _____

Please describe your audience: _____

Themes you would like the Ensemble members to address: _____

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, please send approved promotional content to Jenny Moore at 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 request Assegai Outreach Ensemble services for your organization or event, visit www.authoringaction.org.*

Engagement Evaluation:

For reporting and program evaluation purposes, Authoring Action seeks to gather feedback from event organizers and audience members regarding their engagement experiences and has developed a very brief survey for this purpose. Please indicate below your thoughts on the best way to work with your organization to meet Authoring Action's evaluation goals. For example, using Survey Monkey we can e-mail attendees a link to the survey that can be completed quickly and easily online.

We look forward to serving you!