

## INFORMATION SHEET

### PROMOTION AND ADVERTISING:

You are in charge of promoting the event, but we will provide you with the following materials:

- a) Brochure to download—use the Canva app to make any adjustments.
- b) Bulletin insert
- c) Storytellers' short bio

### THE TRAVELING GALLERY:

The Undocumented Stories Gallery is composed of three portable displays that measure 6 feet (height) and 7.5 feet (length).

- a) Displays: For an event, all three of the portable displays may be used or only two, if restricted by space.
- b) Volunteers: We need the assistance of two volunteers from your organization to help set up and tear down.

### LIVE STORYTELLING:

For a live storytelling event, we would need the following technical support:

- a) Microphone and a stand
- b) Music is optional, if you want to include music in the storytelling event.

**RECORDING OF EVENTS:** We want to be able to record our live storytelling events, and would like the assistance of a volunteer from your organization.

**FEEDBACK:** We would appreciate your feedback after the event to help us measure our impact. As part of our agreement with you, we look forward to hearing about the outcome of the event and the next steps, if any, that you will be taking as a result.

**DONATIONS:** Our events are FREE, although we accept donations to keep this educational project alive and thriving. If traveling outside of Austin, we only request that you cover our traveling expenses.

## APPLICATION FORM

Name:

Email address:

Organization:

Address:

Purpose of hosting a live storytelling event and/or traveling gallery displayed at your organization: