

Dear Community Leader,

We are hopeful your organization is willing to partner with Workforce Solutions Capital Area as a **supporting organization of the Building the Future of the Workforce** community engagement session series!

Over the last few months, Workforce Solutions Capital Area has held a series of community engagement sessions in districts throughout Austin to raise awareness for the opportunities we have available to the community for no-cost career training and upskilling. Our most recent session was at the end of May and [initiated instant interest in our programs](#).

This event series will take place according to the following schedule:

[August 20, 2022](#) · October 2022 (Date TBA) · December 2022 (Date TBA)

**As a supporting organization of Building the Future of the Workforce, your organization commits to:**

- Recognizing your support for the upcoming events via logo/link inclusion on your website. Event logos/links to be featured at least two weeks before each session.
- Cross-channel promotion of each session to your staff and community (*Workforce Solutions Capital Area will provide a toolkit with marketing resources*):
  - Promotion of event registration opportunity
  - Mention/distribution at meetings and other events/gatherings
  - Inclusion in a minimum of (1) email newsletter
  - Minimum of (2) social posts
- Providing proof of performance for each of the above elements

**In return, Workforce Solutions Capital Area will provide:**

- Awareness-building exposure among event partners and attendees:
  - Logo on each session's designated presentation deck
  - Verbal recognition during the event program.
- Minimum of (2) social media posts about the event highlighting your organization as a partner and tagging your relevant channels
- Following and engaging with your organization on social media, and providing proof of performance

**Partnership opportunities are still available for the August 20 event!** Please let us know if you'd like to join in as a supporting organization by **Thursday, August 4**.

We greatly appreciate your partnership. Please do not hesitate to reach out with any questions.

Sincerely,

**Jameson Cardenas** | Sr. Director, Marketing & Communications | Workforce Solutions Capital Area  
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Agreed to and accepted by:

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Name	Organization	Signature	Date
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