

Collaboration inquiry

Use this brief for an initial proposal. It does not reserve dates or confirm participation.

Name, pronouns (optional), organization and role

Email and portfolio / project link

Project concept and what you would like Aeaea to contribute

Format, audience and intended use (editorial, exhibition, performance, etc.)

Dates, location, venue and accessibility needs

Budget or fee range, expenses and funding status

Team, participants, production lead and responsibilities

Deliverables, credit, usage expectations and other questions

Project agreement discussion

Complete after the initial inquiry. Record the agreed details; resolve open questions before scheduling.

Project / session name, date and people involved

Agreed scope: roles, deliverables, preparation and equipment

Compensation, expenses, payment timing and cancellation arrangements

Schedule: setup, practice, breaks, reset and departure

Who can be present? Who coordinates the set and participant support?

Image-making is a separate choice

Agree separately on capture, review, editing, credit and publication. Participation in rope work does not grant image or recording permission.

Recording permitted? By whom? What may be captured, and what is excluded?

Approved uses, review process, identifying details, storage and access

Rope negotiation: scope and boundaries

Each person completes their own answers, then discusses them together. Blank answers are not permission.

Participant, practice partner(s), date and role today (tying / receiving / both)

What would make this experience worthwhile? What is outside its purpose?

Experience, learning goals, preferred pace and session length

Activities and positions specifically agreed today; limits and exclusions

Touch and rope-placement boundaries; clothing preferences

Relevant comfort, mobility or access considerations to discuss privately

Spoken stop / pause signals, nonverbal signals and check-in preferences

Either person can pause or stop without explanation. No response is not agreement. Stop and check in when communication is unclear. New activities require a fresh discussion, not assumed permission.

Suspension is not authorized by this worksheet; it requires a separate, specific discussion and appropriate capability and preparation.

Consent, care and review

This worksheet supports communication. It is not a liability waiver, medical clearance or a guarantee of safety.

Before beginning

- ☐ We have discussed the specific activities and boundaries for today.
- ☐ We understand participation is voluntary and may stop at any time.
- ☐ We can communicate clearly and are able to make decisions freely.
- ☐ Any recording or image use has been discussed separately.

Rope carries risks, including injury. Discuss concerns before beginning; stop promptly if something feels wrong. No written answer replaces ongoing attention or a conversation.

Practical response plan: who assists, how to get help, and location details

After the session: quiet, conversation, practical support and time needed

Follow-up: whether, when and how to check in

Unresolved questions or changes required before proceeding

Initials below record that we reviewed this plan together. They do not give blanket permission, transfer responsibility, or prevent anyone from raising concerns later.

Participant initials / facilitator initials / date