



September 1, 2007 - August 31, 2008

**Northern Tier Partnership for Arts in Education
Artist in Residence Program
Artist/Host Site Planning Session Checklist 2007-2008**

To further enhance your residency be sure to include as many individuals as possible in your planning session (art and music teachers, principal, classroom teachers, PTO representatives, librarian, etc.)

SCHEDULE YOUR PLANNING SESSION AT LEAST ONE MONTH PRIOR TO THE START OF YOUR RESIDENCY! (Please check each item as it has been discussed and submit a signed copy to the BCRAC office at 601 Main Street, Towanda, PA 18848 BEFORE BEGINNING YOUR RESIDENCY).

A teacher will be in the room at all times and will participate in all activities.

- Classroom teachers are responsible for discipline of students
- Artists are not substitute teachers
- Teachers should participate in activities as students will honor and value the artist's work if they see their teacher actively engaged and participating
- If an artist is in need of additional support from PTO/teaching staff/etc. that request has been made clear (how many volunteers are needed? What will they be responsible for?)
- Introductory activities, research, worksheets, etc. have been given to the teacher to prepare students for the residency experience

Materials and Supplies

- Materials and supplies are the responsibility of the Host site
- The Artist will provide the Host with a list of necessary supplies at least 4 weeks prior to the beginning of the residency
- A Materials budget has been agreed upon

Schedule

- The Host will provide the Artist with the school's schedule, i.e. when students will meet with the artist, when they go to lunch, art class, music, recess, etc.
- The Host and Artist will schedule breaks for the Artist, including a break for lunch
- The Artist and Host will determine a detailed outline of artist-in-residence activities for the core group(s) and any other groups for each day and will use that schedule throughout the residency, both giving ample notice if changes need to be made
- Plans have been made should there be a snow day
- Both Artist and Host have agreed upon a suitable day for NTPAIE Director to observe the artist working with the core group _____

(fill in date for observation)

Core Group (s)

- Core groups may **NOT exceed three separate groups of 30 students** for any reason
- The core group has been clearly identified as _____
- Special needs students have been identified prior to the Artist entering the classroom
- There must be one core group that meets with the artist EVERY day of the residency, this group has been identified.
- If help is needed in designing core group structure to fit the school make-up the artist or host should contact the Arts in Education Director, Brenda Thomas.

Residency Dates

- The Artist and Host have agreed upon residency dates (all days have been accounted for)
- Residency dates have been forwarded to the NTPAIE Director at 601 Main Street, Towanda, PA 18848, or 268-2787 or brenda@bcrac.org at least one month prior to the residency
- Residency dates will not interfere with PSSA or other testing
- The Artist has not scheduled residencies too close together or during the same time frames

Goals

- The Host has clearly outlined what he/she expects to gain from the residency, i.e., an end performance by students, an exhibit, a clear understanding of a curriculum area, etc.
- The Artist has clearly outlined what they expect to gain from the residency experience.
- The Host and Artist have discussed how the Artist's art form will fit into existing curricula – what subject areas will be taught, enhanced, etc.
- The Host understands the residency activities and is able to participate in the activities
- Artist and Host have shared residency goals with other staff/teachers/parents/etc.

Miscellaneous

- Travel arrangements have been made – hotel, meals, mileage
- Space has been provided for the Artist to plan/exhibit/perform/work on their art form during breaks
- Press releases will be sent out by the Host (See enclosed guidelines)**
- Evaluation forms will be completed and submitted to NTPAIE staff **within 30 days** of residency's conclusion
- NTPAIE staff will be notified IMMEDIATELY if problems/questions arise
- If there is an concluding activity (performance/exhibit/reading/etc.) parents and community members have been invited.

Comments and/or additional planning session items covered:

Signature of Host

Date

Signature of Artist

Date

**Please submit completed form to Brenda S. Thomas at
601 Main Street, Towanda, PA 18848**

Phone(570)268-2787

FAX (570)265-4558 brenda@bcrac.org

www.bcrac.org