



Northern Tier Partnership for Arts in Education Artist/Host Site Planning Session Checklist

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 30 DAYS 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 St, Towanda, PA 18848 **BEFORE BEGINNING YOUR RESIDENCY**).

_____ A teacher will be in the room at all times and will participate in all activities for school-aged children.

- ☐ Classroom teachers are responsible for discipline of students.
- ☐ Artists are not to be used as substitute teachers.
- ☐ Teachers should participate in activities - students will honor and value the artist's work if they see their teacher actively engaged, participating, and learning.
- ☐ 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. NTPAIE does not match these expenses.
- ☐ Artists will provide a list of necessary supplies prior to the beginning of the residency.

_____ **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 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 or school closing.
- ☐ 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 as _____
- ☐ If help is needed in designing a core group structure to fit the school's needs, the artist or host should contact the NTPAIE Director, Renae Chamberlain.

____ 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 St., Towanda, PA 18848, or ntpae@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 frame.

____ 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, and mileage. Travel expenses are the responsibility of the host and the artist. NTPAIE does not match these expenses.
- ☐ 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 and online PCA surveys 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 a concluding activity (performance/exhibit/reading/etc.) parents and community members have been invited, and the number in attendance has been recorded and sent to NTPAIE Director.

Comments and/or additional planning session items covered:

Signature of Host

Date

Signature of Artist

Date

Return completed forms to:

Renae Chamberlain - NTPAIE/PPA Director
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PHONE: (570) 268-ARTS FAX: (570)265-4558
ntpae@bcrac.org www.bcrac.org