



Site Coordinator: The most successful and exciting residencies are those planned with enthusiasm and care. As you discuss your plan with your selected artist, please use this outline to map out what is expected of your fellow teachers, volunteers, administrators and the artist. The goal is to avoid possible confusion when your artist arrives and begins working in your environment. The artist wants to help you meet your curriculum goals and share his/her talents with your students in a way that will be fun and informative.

Once the residency planning is complete, please mail/e-mail a copy of this form back to Art Center East. *Thank You!*

Please indicate if you would like Art Center East to be included in the pre-planning meeting: Yes No
If 'Yes,' please call 541-962-3629 to set up an appointment.

TEACHING ARTIST:	SITE:	DATES:
Site Coordinator Name:	Phone:	Email:

1. What art form will be taught?
2. How many students will participate? Please specify if any students with special needs will participate.
3. How many sessions will take place each day? Size of class?
4. How long is each session?
5. As a guest in the classroom, the artist is not legally responsible for the students. Please include the name of the teacher(s) **MUST** be present at all times during the residency:
6. Do you plan to have a performance/exhibit at the end of the residency? Yes No
Please describe:
7. How will you include community members in the residency?

8. Will there be an orientation for staff? Yes No
9. Do you want the artist to assist you in creating lesson plans or curriculum goals in arts education for future use?
10. What will the artist's workspace be like? Does the artist need a locked closet/room to store supplies or instruments?
11. What materials (CD player, microphone, access to sink, etc.) will be needed?
12. What supplies (paper, paint, markers, paintbrushes, etc.) are needed for the residency? Most of our visual teaching artists can work with supplies you have on hand, but special materials may need to be ordered.

For the TEACHING ARTIST: Please provide ESTIMATED cost of materials.

13. Where will the artist be staying? (Homestay, motel/hotel, bed & breakfast) Please indicate if the homestay location is more than 5 miles from the school.

Site/Host Name:

Phone:

Address:

14. Will meals be provided for the artist? Yes No
15. Will school lunch be provided? Yes No

Other Comments:

Thank you for supporting Arts Education in your School!