

Columbia Gorge Arts in Education

RESIDENCY CHECKLIST

Here are the steps to take for a successfully documented residency:

- 1) Choose dates of residency:** The earlier in the year you make your request the better, as artists typically get booked up in the spring.
- 2) Choose an Artist:** Use this Roster to review the artists. AIE can assist you in accessing other artists residency resources such as the FolkArts program, The NW Film Study Center, and Young Audiences.
- 3) Designate a Site Coordinator:** This is usually the Principal or a teacher who will be responsible for overseeing the residency. The best residencies have committed coordinators who are actually involved in all phases from planning through evaluation.
- 4) Form a Planning Committee:** Arts residencies often require additional effort to plan by the principal and the teachers involved, as well as hands-on assistance from volunteer parents.
- 5) To ensure a high-quality experience for students and staff, *AIE recommends* that Artists meet with students for one hour per day, for 4-5 days. (For K-1 grades, we recommend 40 minute sessions with ample time for transition.) For example, if you book a 20-hour residency, the Artist can meet with 4 classrooms for 5 one-hour sessions, or 5 classes for 4 one-hour sessions. Less than 4 hours of contact time will compromise the students' opportunity to complete an artistic process.**
- 6) Space Requirements:** Visual artists often require a space with tables, chairs and a sink and natural light. It is better to have the classes come to the artist rather than have the artist go to individual classrooms. The best scenario is to have a designated classroom or section of the cafeteria for the residency.
- 7) Identify Number of students participating:** Your Planning Committee should meet with the Artist a few weeks prior to the residency to finalize plans (a preplanning fee of \$25/hour plus travel is applied). This is an opportunity for the artist and staff to discuss curriculum content and lessons plans that can be used before and after the residency and to work out supplies costs based on the number of students served.
- 8) Plan for Costs:**
 - Artists Fee (see "Residency Costs") paid to AIE one month prior to residency
 - Travel (\$.44/mile for one round trip travel, per week of residency)
 - Art Supplies (varies depending on the residency and existing school supplies)
 - Pre-planning meeting (\$25/hour artists fee)
 - Teacher In-Service (\$35/hour artists fee)
- 9) Keep a record of the:**
 - Date Agreement Received
 - Date Agreement Sent
 - Date Invoice received
 - Date Payment sent (*keep a copy of check*)

