

**Ohio Arts Council
Office of Arts Learning**

**Artist in Residence Program
Planning Session Checklist**

Residency Site:		Artist:	
Planning Session Date:	Residency Dates:	School Hours:	

When the planning session is completed, please answer the following two questions.

1) What will be the residency focus?

2) What Ohio Fine Arts Academic Content Standards will be addressed through the residency experience? *Focus only on the most relevant Standards, selecting one or two benchmarks.*

Artist in Residence (AIR) Program

DESIGN THE LEARNING EXPERIENCE

- Select core group(s).
- Identify peripheral group(s).
- Develop opportunities to reflect on artistic experiences throughout the residency.
- Schedule one interactive artist/teacher workshop for every two weeks of residency.

ESTABLISH ROLES AND RESPONSIBILITIES

Administration and Policy

- Review the role of teachers, learners and other partners. A teacher must be with the artist (liability) per Ohio Revised Code, when he or she is with students. *Some school boards or organizations require artists to complete criminal background checks before artists may work in schools in their district.*
- Ensure that release forms are completed by all residency participants, when appropriate, so that media captured images or sounds, i.e. video, photos, etc., produced as part of the residency, may be used by the Ohio Arts Council for arts education purposes.
- Schedule opening assembly to present artist's work to students and staff.
- Discuss space options for residency activities, with consideration to accessibility issues.
- Create daily schedule for the entire residency including daily studio time for the artist.
- Send copy of projected residency schedule to artist and the AIR Program Coordinator two weeks prior to the start of the residency.
- Plan and supervise all work to ensure health/ safety – retain inventory of supplies/ materials used.
- Use ongoing participant feedback to help your committee evaluate the residency and prepare your final report.

- Address the accident policy of the sponsoring school or organization. If an accident occurs, immediately report injuries, irrespective of seriousness/cause/fault – for insurance purposes the school must complete an accident report.
- Discuss all policies/guidelines relevant to the artist and residency activities (attire, etc.).
- Discuss AIR trouble-shooting policy.
- Discuss notification plan in the event of illness, bad weather or other events affecting schedule.
- Discuss publicity plans, ensuring at least four public acknowledgments of the funding support you received from the OAC.
- Sign grant agreements and return to OAC as instructed in OLGA.
- Complete final report and provide four publicity samples as instructed in OLGA within 30 days following the residency completion date.

Fiscal

- Establish artist's payment schedule.
- Submit all appropriate forms to the fiscal officer.
 - Pay the sponsor's portion of the artist fee by the last day of the residency.
 - Pay the artist the remaining fee after receiving the OAC grant award.

Hospitality

- Conduct a site-tour and provide artist with useful school and community information.
- Address hospitality issues including meals and overnight accommodations.
- Plan welcoming social activity for artist.

Outreach

- Discuss outreach activities that involve the community and especially parents.
- Schedule a closing activity to share residency experiences and learning.
- Confirm the proposed promotion plan and confirm job responsibilities.