

# OPA CIE ARTIST RESIDENCY PLANNING CHECKLIST

Good planning is the key to a successful artist residency. Artists will meet with teachers to discuss needs and desired outcomes, and to develop a schedule. This checklist is designed to help you proceed.

1. Form a planning committee made up of administrators, teachers, parents, community members.
2. Designate an on-site coordinator to act as the contact person between the site, the artist and the CIE program.
3. Determine what type of CIE residency best fits your organization. Consider the following: number of participating students, age levels, available facilities and equipment, ways to build on prior experiences, curriculum enhancement opportunities, and incorporation of new skills and development of staff skills.
4. If you are planning a residency, determine the length of the project based on the number of classrooms scheduled to participate and the goals of the program. Artists may work with up to 5 contact groups (classrooms) per day.
5. Complete the site application form and return it to the OPA CIE coordinator.
6. The CIE coordinator will contact you regarding the status of your request, and confirm your choice of artist. A planning meeting with your artist is to be held at least three weeks before the residency. The CIE coordinator may be available to participate in the planning process if so requested.
7. At the planning meeting, all the details of the project should be discussed regarding: program objectives and expectations, curriculum development and/or enhancement, grade levels to participate, number of students in each participating group, schedule, school policies regarding field trips and assemblies, special equipment and supplies needed (estimate costs), space requirements, specifics of the activities, volunteer or parent-helper assistance needed, details for special sessions such as introductory workshops, teacher trainings.
8. Notify the CIE coordinator with the schedule and specific information about your arts program at least two weeks prior to the starting date. CIE will issue a contract for the services that must be signed and returned to the coordinator before the activity begins. All contracts, evaluations, and artist payments are coordinated by the CIE coordinator.
9. Prepare your students for the artist's visit. Tell them what to expect in terms of their participation, who the artist is, what the schedule and activities will be, and what they can expect to learn. If possible, arrange to showcase the artist's own professional work at the school.
10. Send our publicity regarding the art program to the media, parent and community organizations, etc. Please credit, Oregon Potters Association's Clay in Education program.
11. Showcase the OPA CIE program you have prepared at a school board, parent advisory committee, or site council meeting. It could benefit funding for the next project.
12. Assist the artist on the first day of the residency with arrangements and introductions. Have students wear name tags to help the artist become familiar with participants.
13. Following the CIE event, please complete and return the program evaluation form that will accompany your contract. This valuable information helps maintain the quality of services.
14. Talk with the artist to develop a plan for utilizing follow-up suggestions and materials. Bibliographies, supply lists and sources, additional activity outline and other suggestions and information the artist provides for the site can be made available to all staff.
15. Share your enthusiasm for the OPA Clay in Education Program with other schools and organizations.

If you are experiencing any difficulties or misunderstandings with the artist or the expectations of the CIE program, please call the CIE coordinator at once. Problems which are identified early can be taken care of swiftly so that the residency or workshop can be completed smoothly and successfully.