
TIPS FOR CONTACT TEACHING ARTISTS

The purpose of contacting teaching artists is to assess whether they are a good fit both artistically and logistically before moving forward in the planning process. Upon receiving a Residency Request Form, the Teaching Artist will contact the school. Asking specific questions will determine if this artist/organization is a good fit for your school's needs this year. Having the Budget Planning Sheet available as well will help guide this conversation.

Share the overview of your school plan - including the content connection, grade level(s) and intended student learning targets.

- Share your budget - how much is the school able to spend on this residency. Be sure to ask about the teaching artists' fees.
- Learn more about the artist and their practice
 - What have you done in the past that has been successful and is similar to the needs we've described?
 - Do you have any past examples of work connected to this content area?
 - Have you worked with all the ages we are suggesting?
 - Can you describe your classroom management style and some strategies you use?
 - Describe how you approach collaborating with teachers
- Share the overarching goals of your school and anything you'd like the artist to connect to
 - Culturally responsive teaching practices
 - Social emotional goals

Logistical Topics in advance of planning:

- Artist Availability
- Desired Timeframe – time of year, days of the week, hours of the day
- Number of sessions and number of classrooms involved
- Fees, materials and preparation necessary
- Ages of students involved
- Possible dates and times for the residency planning meeting with your Arts Integration Coach and participating classroom teachers