



The Arts & Culture Council of Central Oregon

Art Station ■ 313 Shevlin Hixon Drive ■ Bend, OR 97702 ■ 541-617-1317 ■ Fax 541-617-1439

Artists in Schools Residency Program **ON-SITE COORDINATOR CHECKLIST**

- Fill out and send in AIS Application to the AIS Coordinator.
- Confirm and finalize dates with AIS Coordinator, who will send out contracts.
- Review contract and signs both copies; sends one copy back to AIS Coordinator.
- Organize a home or motel stay for out-of-area artists.
- Be sure that payment for the residency is sent to AIS Coordinator one month before start of residency.
- Finalize the proposed daily schedule of sessions with the artist.
- Consult with the artist to arrange appropriate residency space and storage of materials.
- Consult with the artist about necessary supplies and cost (paid for by school site).
The artist or site will order supplies depending on agreement.
- Arrange pre-residency planning meeting with teachers and artist at least three weeks prior to residency.
- Consult with the artist about any preparatory activities teachers should have with students.
- Notify parents to observe, volunteer, and attend residency-related activities.
- Contact AIS Coordinator, Deb Sether (541-617-1317), immediately if there is any indication of a problem.
- Arrange for publicity, making sure to mention Arts Central as the residency partner.
- Provide assistance to the artist as the need occurs (check in each day to stay in communication).
- Distribute, collect and return Residency Evaluation forms to AIS Coordinator