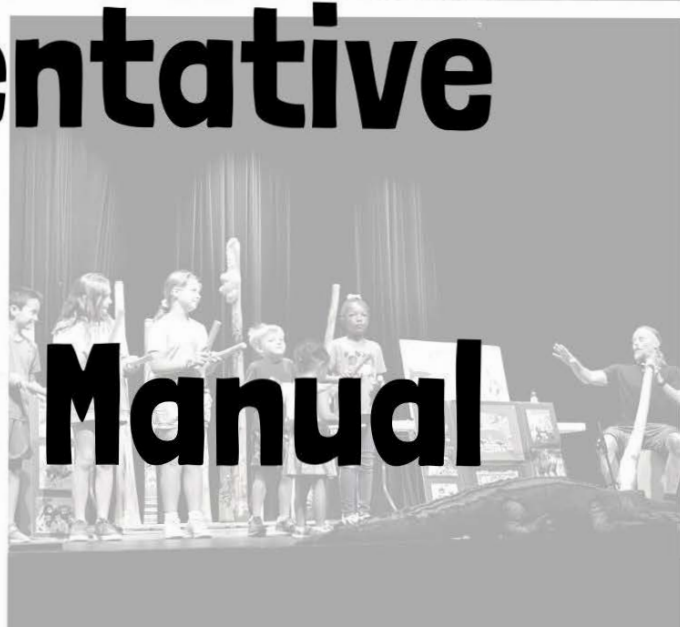


2023-2024 | Artists in Schools



Cultural Arts Representative Training Manual



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council

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ABOUT

ARTISTS IN SCHOOLS PROGRAM

The Artists in Schools Program is a partnership between United Arts Council of Raleigh and Wake County, the Wake County Public School System, and local schools.

For 43 years, the Artists in Schools program has placed professional teaching artists in public, private, and charter schools in Wake County, North Carolina. These artists and arts organizations work together with faculty, students, and volunteer Cultural Arts Representatives to implement curriculum-based arts in education programs beyond what is typically offered by arts specialists at each school.

CULTURAL ARTS REPRESENTATIVES

Cultural Arts Representatives are volunteers from each participating school who act as a liaison between the artist, United Arts, and school officials. Representatives are typically a parent who also serves on the school's PTA or teachers who volunteer their time for the benefit of the school. Experience in the arts is not required for this service. Volunteers that believe in the power of the arts and strive to provide friendly communication between artists and their school make the best Cultural Arts Representatives.

UNITED ARTS COUNCIL OF RALEIGH AND WAKE COUNTY

United Arts, a private nonprofit organization, builds a better Wake County through support and advocacy of the arts. Relying on individual, business, foundation, and government support, United Arts builds community by:

- Enhancing arts education in local schools and communities
- Nurturing diverse programming and new initiatives
- Bringing arts to towns across Wake County
- Supporting and funding local artists and arts groups

To learn more about United Arts, please visit www.unitedarts.org.

CONTACT INFORMATION

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Director of Arts Education
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919-839-1498 ext. 210

2023-24 CALENDAR

August 1, 2023	2023-24 Artists in Schools Directory Released
August 3, 2023, 12 pm August 5, 2023, 10 am August 9, 2023, 6 pm	REQUIRED: Cultural Arts Representative Training (virtual) ATTENDANCE MANDATORY AT ONE SESSION (all three session are identical)
August 12, 2023, 9 am – 4 pm	REQUIRED: Artists in Schools Expo at Wakefield High School ATTENDANCE MANDATORY
September 13, 2023	DUE: Grant Applications and \$100 participation fee
September 18, 2023	Grant Award Notifications sent
September 18 – December 12, 2023	DUE: All signed United Arts contracts and school matching payments for programs to be completed during this time must be received at least two weeks prior to event
October 2, 2023	2023-24 Artists in Schools programs begin
December 12, 2023	DUE: Last day signed contracts and school contribution payments will be accepted for the entire 2023-24 school year
Rotating Date	DUE: Post Program Evaluations for each Artists in Schools event are due within one week of a program's conclusion
June 12, 2024	Last day of programing for the year
June 28, 2024	Last day to submit an End of the Year survey

YEAR-ROUND SCHOOLS

Year-round schools may apply for one program that occurs outside the regular Artists in Schools schedule. This is not in addition to, but rather inclusive of, the total number of programs for which a school may apply.

April 2024	United Arts sends application for funding to year-round schools
May 31, 2024	DUE: Grant application due from year-round schools for July – September 2024 programs
June 5, 2024	Grant Award Notifications sent to year-round schools with grants to support July – September programs
Rotating	DUE: Executed contracts and school contribution payments from year-round schools with summer (July – September) grant awards

DETAILED STEP BY STEP GUIDE

DETERMINE BUDGET

Work with school administrators and PTA contacts to determine funding available for cultural arts programming. Add the amount of grant funds you expect to receive from the grant application to determine the school's whole cultural arts budget.

UNDERSTAND PROGRAM TYPES

Artists in Schools programs provide experiences in one of these three categories:

Performance: A performance educates and entertains through a presentation/demonstration format. Shows typically run 45 to 60 minutes and involve audience participation.

For the 2023-24 year, there are 131 assemblies approved in the performance category.

Workshop/Residency: Workshop residency programs offer hands-on arts-based sessions that enhance curriculum standards.

- Workshop Format: a one-time experience
- Residency Format: multiple sessions, working with the same group of students each session and culminating with a student product
- Workshops specifically designed for students with disabilities (introduced in 2018)

Both workshops and residencies actively involve students in participatory work. While schedules may vary, most follow designated class times as published by each school.

For the 2023-24 year, there are 87 Workshop/Residency programs available, seven of which are designed for students with disabilities.

Writer Residency: A writer residency involves a minimum of five sequential instructional sessions where the professional writer works directly with the same group of students. Each session focuses on the students and enhances their own understanding of the creative writing process.

Set periods of at least 40 minutes are required to ensure participating students receive ample instruction and have time to fully explore the writing process.

For the 2023-24 year, there are 13 programs approved in the Writer Residency category.

All workshop and residency programs require a planning meeting between the teaching artist, the lead teacher and any other relevant staff or PTA members. Specifics regarding this policy are provided on page 10 of this document.

IDENTIFY PROGRAMMING NEEDS

The Cultural Arts Representative should collaborate with school staff and PTA members to identify school's cultural arts programming needs. The following staff may be helpful in selecting appropriate programs:

- Classroom Teachers and Specialists (arts, media, and or physical education)
- Magnet Coordinators
- Principal/Assistant Principals

Examples of programming needs are ones with:

- Cultural significance
- Focus on math or science
- School theme days (wellness event or Earth Day celebration)

Programs may also:

- Expose students to new art forms
- Serve as an introduction or reinforcement of a curriculum unit
- Provide information on a relevant topic (writing or anti-bullying)

SELECT ARTISTS/PROGRAMS

PERUSE ARTIST DIRECTORY

The Directory is an online catalog of all the curriculum-based programs offered by Artists in Schools artists. Each approved program has an individual webpage that contains the artist's contact information and other relevant information specific to that program.

Searchable by keyword, artistic discipline, grade level, program type, or cultural context, the directory is a great tool for helping Cultural Arts Representatives identify programs for their schools.

Artists and their programs are selected for the Directory through a rigorous application process, including evaluation by a panel comprised of arts education specialists, professional artists, parents, and United Arts staff.

All artists undergo a check against the national Sex Offender Registry annually. A cleared list remains on file at the Wake County Public School Arts Ed office and at United Arts.

The Artist Directory is updated annually and can be found at <https://unitedarts.org/artist-directory/>

ATTEND ARTISTS IN SCHOOLS EXPO

The Expo is an annual trade show style event that features approximately 60 Artists in Schools artists. In addition to meeting Cultural Arts Representatives individually at booths, many artists also showcase their talents by offering excerpts of their performances, workshops, and residencies.

For the 2023-24 year, the Expo will be held at Wakefield High School on Saturday, August 12, 2023. The event is free and open to the public. School administrators, faculty, PTA members, and students are invited. Doors open at 9:00 am and close at 4:00 pm. This is a mandatory event for Cultural Arts Representatives.

RECEIVE ARTISTS EMAILS

Artists in Schools artists may send marketing related emails to Cultural Arts Representatives who do not opt out of receiving messages. These emails sometimes include newly identified dates and/or discounts.

UTILIZE SOCIAL MEDIA

Many Artists in Schools artists highlight their work with other schools via their social media accounts. These posts often offer a unique glimpse of their programs. Search #AIS4all to view posts specific to Artists in Schools.

ARRANGE DATES

Once programs have been selected, potential dates should be considered. It is best to work with multiple members of the staff when selecting dates. To avoid conflict with holidays, teacher workdays, exams, and field trips, the Cultural Arts Representative should refer to the school's master calendar before discussing options with the artist.

NEGOTIATE TENTATIVE AGREEMENT WITH ARTIST

After the school confirms the plan, the Cultural Arts Representative will work with the artists to set specific program needs, dates, and fees.

SUBMIT GRANT APPLICATION AND FEE

SCHOOL ELIGIBILITY

To be eligible for Artists in Schools, a school must:

- Be a public, charter, or nonprofit private school located in Wake County, North Carolina
- Appoint a volunteer Cultural Arts Representative to administer programs
- Gain eligibility by attending required meetings
- Choose pre-approved artists/programs from the Artists in Schools Artist Directory
- Schedule programs that take place during the school day at school site

APPLICATION INFORMATION

Artists in Schools grant applications are available within the current year. A link to the online application will be emailed to Cultural Arts Representatives after they have completed the eligibility process.

The following information will be required on the application: Artist Name/Program, Date, and Artist Fee for a maximum of four grants:

Two Performance Grants: Schools may apply for up to 50 % of the artists fee or \$400 (whichever is less) for up to two performances by **different** artists.

One Workshop/Residency Grant: Schools may apply for up to 50% of the artists fee or \$500 (whichever is less) for one workshop or residency program.

One Writer Residency Grant: Schools may apply for up to 50% of the artists fee or \$500 (whichever is less) for one weeklong writer residency program.

For the 2023-24 year, applications are due by **5:00 pm on Wednesday, September 13, 2023**, and grant supported programs may be scheduled between October 2, 2023 and June 12, 2024 (except for year-round schools that received a summer grant).

PARTICIPATION FEE

Schools provide a \$100 non-refundable fee to participate in the program. This fee does not affect the amount of grant funding received or the payment due to artists. The following types of school may request to have this fee waived:

- Schools in their first year of operation
- Wake County Public School System alternative schools
- Multi-track year-round schools that need to book multiple days with each artist to serve a larger student population

For the 2023-24 year, schools will be invoiced for their participation fees after applications are received and payments will be accepted via credit card or check.

GRANT AWARD NOTIFICATION

Notification of grant awards will be sent via email within a week of the deadline. The notification will specify the dollar amount awarded for each grant type and the amount of matching funds required from the school to cover the artists remaining fee(s).

If a grant is not approved and a school cannot pay the artist's entire fee, the Cultural Arts Representative must notify the artist in writing.

CONTRACTING

CONTRACT TEMPLATES AND SIGNATURES

After the grant award notification is received the Cultural Arts Representative, using a template provided by United Arts, may proceed with a contract for each of the awarded programs. United Arts provides three similar but different contract templates. Each document corresponds to one of the three grant categories. To generate a contract, the Cultural Arts Representative will:

1. Ensure date(s), time(s), venue, and student size are acceptable to both artist and school
2. Complete page 1 of contract with information confirmed by both artist and school
3. Obtain all relevant signatures (electronic or otherwise) as indicated on page 4 of the template
4. Save the completed template as a PDF and submit to United Arts

A contract is legal and binding only after a representative of United Arts has approved the document and added a staff signature. A fully signed document will be returned to all parties at that time.

Note: Neither a contract provided by the artist, nor one provided by the school, may substitute, or supersede the United Arts contract when grant funding is provided. Technical riders (documents that specify equipment,

technical, and/or other needs) as provided by the artist are allowed for informational purposes, but they may not site additional requirements that are not specified in the Artists in Schools Directory.

For the 2023-24-year, contract templates may be obtained by visiting www.unitedarts.org.

CONTRACT DEADLINES

Cultural Arts Representatives manage the contracting process. Signed contracts should be submitted electronically via PDF to jmastrolo@unitedarts.org.

Deadline dates vary based on the program start date. For the 2023-24 year, deadlines are as follows:

- If the event falls before December 12, 2023, the deadline is two weeks prior to the start date of the event. For example, a performance planned on Monday, November 20, 2023 would have a contract due date of Monday, November 6, 2023.
- If the event takes place after December 12, 2023, the deadline will be the published contract deadline of December 12, 2023. For example, a workshop residency set to begin on Monday, June 3, 2024 would also have a due date of December 12, 2023.

Once United Arts has signed the contract, a fully signed version of the contract will be emailed to the Cultural Arts Representative.

SCHOOL MATCHING PAYMENT

The portion of the artist's fee that is not covered by a grant is due from the school to United Arts and is called "School Matching Payment." Using the unique invoice number that will be emailed after the contract is submitted, payments should be made to "United Arts" for each contract separately. Payments may be made one of two ways:

Paper Check Option: To pay by check, prepare a paper check for the amount as indicated on page 1 of the contract.

1. Make check payable to United Arts Council
2. Verify amount by the school's matching funds as noted on your contract
3. Include the unique invoice number (uses ASE-XXXX) on the memo line
4. Mail the check to: United Arts Council, PO Box 26388, Raleigh, NC 27611

Electronic Payment Option: To pay with a credit card, visit our online payment portal.

1. Use the payment link as provided by United Arts
2. Provide the requested information including the unique invoice number
3. Verify amount by the school's matching funds as noted on the contract and submit payment
4. Save the email receipt for your records

FULLY FUNDED CONTRACTS

Occasionally a school may decide to book and fully pay for a program that does not involve grant funding. In the case of a fully school funded event, Cultural Arts Representatives may use United Arts contracts and systems to administer the program. To fully fund a program in this way, a school must:

1. Use the appropriate contract template based on program type
2. Place a zero on the line that reads "Amount Provided by United Arts"
3. Adhere to all deadlines, systems, and policies as if it were a grant funded program

CHANGES TO SCHEDULE

Inform United Arts of any deviation from the executed contract. If a program cannot be offered as contracted, the artist and school contacts should work together to reschedule the event. If a program does not occur as planned, the options to proceed are:

1. Artist and school reschedule for the current school year
2. Artist and school reschedule for the next school year
3. If the school cannot reschedule, as bound by the contract, the funds will be paid to the artist
4. If the artist cannot reschedule, as bound by the contract, the funds will be returned to the school

PREPARING FOR THE PROGRAM

After a contract is fully signed, the Cultural Arts Representative will continue to facilitate communication and all activities related to planning and promotion. Activities include:

PLANNING MEETING

Residency and workshop programs require a planning session with the artist, at least one lead teacher, all relevant staff, and PTA contacts.

Depending on the program needs, the planning session can involve face-to-face meetings, email correspondence, and/or phone conversations. The artist and school contacts should then define in writing:

1. Specific program goals and outcomes
2. A detailed list of program activities
3. Expectations involving classroom management
4. Location for all activities and installation site, as relevant
5. Materials and supplies necessary to the completion of the program

Even if a school has worked with an artist in the past, planning is important because new teachers, students, and/or curriculum standards may impact success.

A planning meeting is crucial to all workshop and residency programs but most especially for visual art programs that will result in an installed piece of art.

REVIEW SPACE AND TECHNICAL NEEDS

Refer to artist's space and technical requirements as listed on their directory page to ensure the school can accommodate all requests. Should equipment be involved confirm that staff members who know how to operate equipment are available to support as needed.

ADDITIONAL EXPENSES

Many programs, especially visual art programs require a school to provide supplies or pay an additional fee to the artist or third party for installation. It is the responsibility of the artist and the school equally to confirm these additional expenses during the contracting process.

EDUCATIONAL MATERIALS

Artists prepare educational materials such as lesson plans and teacher guides to enhance their visit. At least two weeks prior to the start date the artist should provide materials to the Cultural Arts Representative who is responsible for distributing them to participating teachers.

CONFIRM DETAILS WITH ARTIST

The week before a program, school contacts should confirm previously agreed upon details with the artist and send any relevant logistical information, including check in procedures and parking instructions.

SPREAD THE WORD

Ensure the principal, office staff, PTA, and teachers all know when a scheduled program is approaching by posting announcements through:

1. PTA and School Social Media accounts (Use #AIS4All)
2. School Website
3. Principals Weekly Message

CREDIT

The following credit should be placed on all printed materials related to this grant:

"This program is supported in part by a grant from the United Arts Council of Raleigh and Wake County."

Please also use logo if space permits. Logos can be downloaded from <https://unitedarts.org/about/logos/>.

PROGRAM DAY

On the day of the program, the Cultural Arts Representative or similar contact should verify the school is prepared to host the guest artist. The following tasks can help establish a successful day for all involved.

CHECK THE VENUE

Verify the space in which the event will occur is clear, clean, and appropriately cooled/heated. Confirm again the artist's technical needs will be accommodated.

WELCOME THE ARTIST

Greet or have someone else meet the artist upon arrival. Make sure the artist knows where to go and the location of restrooms.

INTRODUCE PROGRAM

Introduce the visiting artist to staff and students.

For workshops: Provide interesting details about the artist when introducing them to students. Ensure teachers understand they are to remain present and in charge of students at all times.

For performances: Introduce guest artist to the audience with enthusiasm and review behavior expectations with students.

Don't forget to recognize United Arts.

POST PROGRAM REQUIREMENTS

After the program, Cultural Arts Representatives should provide follow up support.

EVALUATION

The Cultural Arts Representative, participating staff, and administrators should each submit a post program evaluation. This feedback is collected online via Survey Monkey. United Arts Staff will provide a link to the survey prior to the program.

It is important that surveys are submitted in a timely manner as the artist receives payment only after surveys have been completed. The anonymous feedback is shared with artists later in the school year.

WORK SAMPLES

Residency programs should culminate with a student product. Examples depend on the type of residency activity, and may include a performance, artwork, or written pieces. Please consider sharing such work with United Arts or inviting our staff and board members to attend events.

THANK YOU NOTES


Whether adult or student created, thank you notes are appreciated! United Arts welcomes the opportunity to share such items with donors and elected officials who make our work possible. Please send cards, notes, and/or drawings to our PO Box any time during the school year.

POST ON SOCIAL MEDIA

A step-by-step guide is available for social media posting. This document can be found on our website at <https://unitedarts.org/wp-content/uploads/2022/10/Updated-Posting-Your-Artists-in-Schools-Programs-on-Social-Media-2.pdf>. Please remember to use #AIS4all.

APPENDIX

SAMPLE I- DIRECTORY PAGE

Contact Information Mimi Herman (919) 606-7686 mimiherman@gmail.com https://www.mimiherman.com/ Facebook Instagram	<h2>Poetry Residency</h2> <p>Twitter Facebook LinkedIn Email</p> <p>Mimi Herman</p> <p>Program Type: Writer-in-Residence</p> <p>Can you smell your grandmother's chocolate chip cookies baking? Dive into a cool, blue swimming pool on a steamy August day? Mimi Herman leads your students to writing and makes them think. Everyone's a poet in this accessible, hands-on and delightful poetry residency. As your students swim through memory and imagination, they learn to express themselves clearly through imagery, metaphor and simile, and to write not only for assignments, but also for themselves. They also discover the joys (yes, joys!) of revision, and gain the skills they need to write and edit everything from poetry to the next book report. One- to three-day poetry workshops for teachers and students are also available.</p> 
Space Requirements Standard classroom	
Tech Requirements Whiteboard, projector or Smartboard.	
Availability Year round	
Fee Structure All Artists in Schools Writer Residencies are five-day programs. \$2,200/week for up to four classes Daily rate: \$500/day	Artist Background Mimi Herman transforms lives. She is a Kennedy Center teaching artist, writer, and editor, and the director of the United Arts Council Arts Integration Institute. Since 1990, Mimi has engaged over 25,000 students with writing residencies, as well as providing professional development for teachers, administrators, and teaching artists. Mimi is a member of the Board of Directors for the Association of Writers & Writing Programs, and co-director of Writeaways writing workshops in France, Italy, and New Mexico. A North Carolina Piedmont Laureate and recipient of the United Arts Council Business Support of the Arts Award, Mimi is the author of The Kudzu Queen, A Field Guide to Human Emotions, Logophilia, and The Art of Learning.
Keyword(s) Search terms	Search Criteria <ul style="list-style-type: none">Program Type: Writer-in-ResidenceDiscipline: LiteraryGrade Level: Elementary High MiddleCultural Context:Accepts bookings in Johnston CountyVirtual option available
Discipline All Disciplines	Back to Search Results
Grade Level All Grade Levels	
Program Type All Program Types	
Cultural Context All Cultural Contexts	
<input checked="" type="checkbox"/> Accepts bookings in Johnston County	
<input checked="" type="checkbox"/> Specifically created for students with disabilities	
Search Artists in Schools Directory	
View Index of All Artists	



Hello PTA Reps!

We're super sad to report that Drum for Change won't be in this year's United Arts Council Expo! Even so we're available for bookings at your schools for both in-person, online, and pre-recorded programming. Here's a link to our directory page:

<http://www.tinyurl.com/druminschool>

In addition to the offerings listed there, we're happy to customize programs for your students. One of our favorite ways to do it is with a week-long residency where one grade level takes classes all week then performs in a Friday assembly for the other students in the school. With this format everyone reaps the benefits! This was great fun for many years at Oak Grove Elementary.

During the pandemic we produced lots of pre-recorded video content including short lessons AND even a full 55-minute play-along program for students at their desks. This one was made available for free end-of-year programs thanks to the generosity of the United Arts Council of Raleigh & Wake County. Check out a sample at <https://drumforchange.square.site>

If you're interested in learning more, please send an email to gregory@drumforchange.com. While you're considering it, we hope you'll enjoy some great goodies from Drum For Change.

Cheers,

- Greg Whitt
Facilitator & Educator
www.drumforchange.com
919-696-0883

SAMPLE III- SOCIAL MEDIA POST BY SCHOOLS: HIGHLIGHTING PROPS AND TEACHER INVOLVEMENT



Lincoln Heights ES PTA

September 23, 2022 · 🌐

This morning the students were so excited to welcome our first cultural arts guest, Queen Nur and Mr. James! Queen Nur is an amazing storyteller who shares her love for African folk tales throughout the performance. Students learned how there's a difference between sweet potatoes and yams, participated in storytelling, danced, played instruments...and of course we had to get the teachers involved too 🍎💙🍌. Thank you to all the staff for helping us organize this assembly! Be on the lookout for more cultural arts posts throughout the school year! [#growingtogether](#) [#artistsinschools](#) [#ais4all](#)



SAMPLE IV- SOCIAL MEDIA POST BY SCHOOLS: HIGHLIGHTING VOCABULARY



Jones Dairy Elementary PTA

April 4 · 🌐

Last week we hosted Storyteller Linda Gorham at JDE. Linda shared three folktales and rhymes, with lots of movement, giggles, positive messages and even vocabulary. (Ask your kiddo if they remember what "ostracized" means!) Special thanks to [United Arts Council of Raleigh and Wake County](#) for making this possible. #AIS4all #ArtistsinSchools #UnitedArts #MakeArtHappen #Arts919



SAMPLE V- SOCIAL MEDIA POST BY SCHOOLS: HIGHLIGHTING STUDENT ENGAGEMENT



Annie Pakes

March 23 · 🌐

Our first ever [Barton Pond Elementary School](#) legacy mural is assembled! 😊 Thank you so much Jeannette Carwane Brossart for working with me again at my new school. Thanks [Barton Pond Elementary PTA](#) and [United Arts Council of Raleigh and Wake County](#) for all of your support! Looking forward to seeing our first installation up in the hallway soon! [#ais4all](#) [#artistsinschools](#)



SAMPLE VI- SOCIAL MEDIA POST BY SCHOOLS: HIGHLIGHTING FUNDING



Centennial Campus Middle School PTSA

December 3, 2021 · 🌐

The students had a wonderful time with [ComMotion](#) this week! Thank you to [United Arts Council of Raleigh and Wake County](#) for providing a grant to make this happen. And thank you to [NC State Dance Program](#) graduate student Layla for assisting with the classes! We can't wait for more programming in the spring. #AIS4all



TEMPLATE I- PRE-PROGRAM COMMUNICATION: WELCOME TO ARTIST

*Artists should have expectations and logistics before arriving at the school. Pertinent information includes confirmation of the date(s) and time(s), location within school, program participants, where to park, how to check-in, who is the point-person on the day, any equipment brought by artist/provided by school. **You may modify this template as appropriate.***

Dear Artist :

We are very excited to have you come to our school on date. This email is a reminder of the arrangements we have discussed.

Please plan to arrive at time to set up. You can park location, instructions, etc.; please refer to the attached map for directions to our school. The school phone number is phone #.

Name will meet you at designated entrance. He/she will take you to the office to sign in and then lead you to the venue; e.g. classroom, gym, auditorium, cafeteria.

[If the contact person is different from the Cultural Arts Rep or person meeting the artist, provide that information.] Your contact person is Name. His/her phone number is cell #, if available to share.

You will facilitate your program with number age/grade level students in venue; e.g. classroom, gym, auditorium, cafeteria.

The school will provide the following materials and equipment:

- [Examples: dressing area, water, microphone, projector, CD player, tables, chairs, etc.]
- _____
- _____

The artist will provide:

- Educational materials and publicity information at least two weeks before the event.
- _____
- _____

If you have any questions, please contact me at phone or by e-mail at e-mail address. Thank you again—we are looking forward to your visit!

Sincerely,

NAME

Cultural Arts Representative, SCHOOL

TEMPLATE II- PRE-PROGRAM COMMUNICATION: INTRODUCTION FOR TEACHERS/ADMINISTRATORS

Teachers should have logistics and program information so they can anticipate the event and prepare students. Pertinent information includes program date(s) and time(s), program topic, artist's name and educational materials, and examples of how to coach students on proper behavior at a cultural arts event.

*To help establish buy-in and provide context for the program, it is important to manage teachers' expectations and convey why the program was selected. **You may modify this template as appropriate.***

Our first cultural arts event of the year will take place this day , date . Artist name will lead # of programs, with # grade(s) at time(s).

These assemblies are made possible by School name's PTA and the United Arts Council of Raleigh & Wake County.

To prepare your students for our first arts assembly of the year, you may consider utilizing the attached study guide. This guide, created by Artist name, contains pre- and post-assembly information and activities such as list a few (e.g. instrument descriptions, vocabulary, topics for classroom discussions, writing activities) —all of which are related to what the students will experience.

The program, program name from Directory, was selected because list a few reasons (e.g. it is loud, fun, completely different than any of the assemblies from the last couple of years; it relates to important topic for school; it connects to classroom curriculum; it connects to a theme day).

In addition, it would be great if you could remind your students what it means to be a good audience member. Listen with your ears, watch with your eyes, stay in your seat, don't talk to your neighbor, laugh if something is funny, clap if you like the show . . . are all great audience practices to share with your classes.

If you have any questions, please don't hesitate to ask.

If you want to learn more about Artist name, click [link from Directory].

Artist name bio: [You can copy and paste from the online directory.]

If you have any questions, please contact me at phone or by e-mail at e-mail address. Thank you again—we are looking forward to this arts experience at our school!

Sincerely,
NAME, Cultural Arts Representative

TEMPLATE IV- PROGRAM DAY INTRODUCTION: PRESENTING BACKGROUND & EXPECTATIONS

We all learn best when we can expect what is going to happen, what we will do, and what is the point. When armed with this knowledge before a program begins, students can more easily focus on content and contextualize what is happening—thus better enabling the program to meet the outcomes you anticipate. Pertinent information to share includes the artist’s name, art form, program format, what students will do, how they should behave, and why they are participating. Even if classroom teachers provide expectations, it doesn’t hurt to repeat and reinforce them. While all this information is important to convey, remember to keep it succinct and brief!

Briefly introduce:

- Artist/group (name and a couple of interesting highlights about the artist’s background)
- Type of art (dance, music, storytelling, theatre, etc.)
- Format of program
 - Performance: an artist will demonstrate art form and/or topic; Q&A at end (if planned)
 - Workshop: students will work on art alongside the artist
 - Residency: students will see the artist for several days (i.e. 3 days, 5 days) and the artist will help them produce a work of art such as dance, play, written piece
- How they will participate in the program, e.g.:
 - Listen to the performer
 - Watch a dance, play, etc.
 - Create art (music, dance, visual art) with the performer
- Appropriate behavior, e.g.:
 - Respect artist through quiet listening
 - Respect each other through encouragement, not talking over each other, etc.
 - Remain seated unless instructed by the artist
- Purpose of the program, e.g.:
 - Opportunity to meet a professional artist, see artist in action, and ask questions
 - Learn about an art form that might be completely new to students
 - Reflect on a topic students have studied, or introduce a topic students will study later
 - Expand vocabulary or hone descriptive writing skills

Don’t forget to say that the program is made possible by support from the United Arts Council of Raleigh & Wake County! Grassroots marketing is one the best methods for raising awareness and increasing funding. A reference to the United Arts Council can help teachers and administrators connect the school’s cultural arts programming to this organization. Please mention United Arts along with other entities that make possible your school’s cultural arts programming.

ARTISTS IN SCHOOLS

is supported by:

- Wake County Government
- Wake County Public School System
- North Carolina Arts Council, a division of the Department of Natural and Cultural Resources
- 100 Women Who Give a Hoot
- More than 2,000 individuals, many of whom are Wake County Public School teachers.



United Arts Council of Raleigh and Wake County, a private nonprofit organization, builds better communities through the support of and advocacy for the arts.

WE MAKE ART HAPPEN!

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