

## ARTIST RESIDENCY PROJECT PLANNING FORM for HOST SITE COMMUNITY-BASED PROJECT

Developed and prepared by the Teaching Artist, the site-administrator(s), and/or Pittsburgh Center for Arts & Media.

This form is filled out by the host site and submitted to Artists in Schools & Communities.

Но	ost Site:				
Str	eet Address:				
City:		County:	Zip:	Zip:	
Phone:		Alt. Phone:	Fax:	_	
Site Administrator:		Email:		_	
Sit	e Coordinator:		Email:	_	
Artist(s):		Art Form(s):			
	Please provide as mucl	detail as possible when planning your	Artist Residency Project. You may attach pages.		
1.	Residency Goal: What is the primary reason th	e Resident Artist is at this site?			
2.	Please see separate attached	is goal? What are the steps taken to achieve	this? Please include a sequenced implementation/action playith their sequenced daily plan and submit directly Artisin-school activities and/or curriculum.		
3.		de level (if applicable) and number in each converted with the Resident Artist.  group:	ore than three core groups. Smaller, focused core groups are ore group, e.g., 3 core groups of 5th graders - 25, 23, 30=78		
4.		accessible to other groups of participants of lb impacted by this project:			

5.	Space/Set-up/Technical Requirements: What does the Resident Artist need to make this program work? What will the site provide?
6.	Schedule: When will the Resident Artist be at the site and at what times. Dates:
	Times:
7.	Site Staff Involvement and Responsibilities: How will the staff work with the Resident Artist during this residency project? Be as specific as possible. Please provide names and contact information for all the staff members who will be directly involved in the project.
8.	Other Staff or Site Involvement: For example: a hands-on workshop, a book list made available, related websites, a collection of relevant information distributed. How does the site welcome and interact with the Resident Artist?
9.	Parental/Caregiver/Community Involvement: How will parents/caregivers/community be involved in this residency?
10.	Presentations/Performances/Exhibitions: How will the participants' efforts be recognized and validated? How will they share their knowledge and work?
11.	Assessment/Evaluation: Please include a detailed plan for assessment if applicable. Pittsburgh Center for Arts & Media will provide residency project evaluation forms but unique participant assessment for each project must be designed by the host site and Resident Artist working together to determine goals and expected outcomes.
12.	How will what is learned during the residency be used in the future? By participants? Staff?
13.	Please provide a one or two paragraph description of the residency project to be incorporated into a "letter of introduction" for parents.
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