pennsylvania COUNCIL ON THE ARTS

Pittsburgh Center for Arts & Media

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

Host Site:_____

Street Address:_____

City:_____ County:_____Zip:_____

Phone:_____ Alt. Phone:_____ Fax: _____

Site Administrator:_____ Email:_____

Site Coordinator:_____ Email: _____

Artist(s):_____ Art Form(s):_____

**Please provide as much detail as possible when planning your Artist Residency Project. You may attach pages.**

1. Residency Goal:
   What is the primary reason the Resident Artist is at this site?

2. Objectives towards the Goal:
   What will be done to fulfill this goal? What are the steps taken to achieve this? Please include a sequenced implementation/action plan. ***Please see separate attached sheet for the Resident Artist to fill out with their sequenced daily plan and submit directly Artists in Schools & Communities. Please cite any relevant connections to in-school activities and/or curriculum.***

3. Core Groups:
   Each core group should not exceed 30 participants, with a total of no more than three core groups. Smaller, focused core groups are preferable. Please list the grade level (if applicable) and number in each core group, e.g., 3 core groups of 5th graders - 25, 23, 30=78 total students working directly with the Resident Artist.
   # of core groups: _____
   # of participants in each group: _____
   total # of participants: _____
   ages(s): _____

4. Other Groups:
   The Resident Artist should be accessible to other groups of participants on a limited and practical basis.
   # of participants who will be impacted by/engaged with this project (including those attending one or two sessions, those who stop by, and/or those who attend an unveiling/reception): _____

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 and 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/applied in the future?
    By participants? Staff?

13. Please provide a one or two paragraph description of the residency project.

*This Artist Residency Project was supported in part by the Arts in Education Partnership of the Pennsylvania Council on the Arts, a state agency funded by the Commonwealth of Pennsylvania and the National Endowment for the Arts, a federal agency. The Arts in Education Partner serving Allegheny, Beaver, Greene, and Washington counties is Pittsburgh Center for Arts and Media.*