CHECKLIST FOR ARTIST AND TEACHER PLANNING MEETING

Artist name:

Teacher name:

Date of event:

LOGISTICS

Online platform

- What online platform will be used?
- How will the artist log in?
- What is the exact time the artist should log in?
- Do we need to arrange for a tech test, and if so, when?
- What features are available (e.g. breakout rooms, whiteboards, screen sharing)?
-

Meeting

- Will there be breaks, and if so when and how long?
- What happens if the meeting goes over time? Is it a hard stop or is there flexibility?
- Will we debrief afterward, and if so when/how?
-

Artist fee

- What is the payment process, and does the artist need to provide an invoice?
- Who should the invoice be addressed to?
- What is the payment timeline, and around when can the artist expect to receive payment?
-

Media release

- Can the artist take still images or video of the workshop? What is the process?
- Can the artist collect written work created by the students, for documentation?
- Can the artist send surveys to the students and/or teachers, or otherwise to collect feedback or testimonials for use on the artist's website, social media, grant applications, etc.?
-

STUDENTS

- What are some of the special needs that students have that the artist should be aware of?
- What prior knowledge do students have on this topic?
- What are the possibilities for the teacher to record the presentation/workshop for the benefit of students that weren't able to attend the live session?
-

WORKSHOP/PRESENTATION CONTENT

- Are there curriculum areas, subjects, or topics that this that the class is working on that the artist can connect to?
- Does the teacher have any special requests of the artist, and the artist of the teacher?
- Does the artist have material that they can send ahead of time for students to review, to prepare students, provoke questions, etc.?
-

OTHER

-
-

This form is provided as a suggested template that you can customize for your own use, intended to support the Performing Artist Directory hosted by Performing Arts, City of Brampton.

If you have recommendations for ways to improve this form, please send your comments to rose.education@brampton.ca.