



ARTS AND TRAUMA RESIDENCY CHECKLIST - HOST SITE



HOW TO GET APPROVED FOR A RESIDENCY.

Get permission	Clear the plan with all appropriate parties.	
Collaborate	Include anyone else at the site that can add value to the residency.	
Ask Questions	Why are you hosting this residency and what do you want to accomplish? Are you looking for a specific experience for your students - or just plain fun to relieve trauma related stress?	
Choose Your Artist	Review the roster of available artists at www.CreativeSonoma.org/arts-education/atr/ and determine your top 3 choices.	
Complete the Host Site Application Form	Fill out the Host Site Application Form - the link to the application can be found at www.CreativeSonoma.org/arts-education/atr/	

YOU ARE APPROVED! NOW WHAT?

	Once you are approved for a residency, Creative Sonoma will make an e-introduction for you to your selected teaching artist. Once that "handshake" has been made, take it away!	
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Get ready for your artist meeting(s)

	Be prepared with the following information for your meeting:	
	A "Residency Coordinator" - the point person for all communication with the artist	
	Grade level of classes involved and number of students in the class	
	Length of residency and frequency of sessions (number of hours/day, days/week total weeks)	
	Date range (be prepared to offer more than one option)	
	Description of facilities/equipment available (sink? copier? a/v?)	

Have the Meeting

	Discuss your ideas for the residency with the artist.	
	Be flexible - the artist has done this before and has ideas about what to do and how to do it.	
	Share any expertise you and/or other participating teachers and staff have that might add value to the residency.	
	Discuss the concepts the artist will cover and anything that the site teacher can/should cover.	
	Determine if the arts will be integrated into any other content and if so, how?	
	Determine what arts standards might be met.	
	Discuss what type of hands-on creative experiences the students will participate in.	
	Confirm equipment and space requirements.	
	Confirm dates of residency.	

	Review evaluation forms provided by Creative Sonoma and make any adjustments necessary.	
	Don't combine groups or classes without the artist's permission and don't ask them to work with larger groups than s/he specified.	
Prep for Residency		
	Reserve necessary classroom or performance area, as applicable.	
	Review technical needs and confirm site is ready.	
	Alert custodians to any special cleaning or equipment needs (extension cords, trash cans, etc.).	
	Alert office personnel to the artist's arrival and have available whatever kind of visitor pass might be necessary.	
	Call the artist the day before for final confirmation.	
Day(s) of Residency		
	Remember that this is a team event - you must be present in the classroom continuously while the teaching artist is there.	
	Do provide the artist with bathroom breaks.	
	Do supply a secure storage space for artist's supplies, if applicable. Don't ask the artist, unless absolutely necessary, to move his/her supplies from one classroom to another every day.	
	Make sure the room is set up and ready to go. Have the desks moved, etc.	
	Make sure the air conditioner and/or heat works.	
	Offer assistance in setting up or breaking down activities and make sure the artist has adequate time and help in-between classes to set up activities, if applicable.	
	Advise the artist about any participants with special needs.	
	Work side-by-side, as agreed to in planning, with the teaching artist to make the residency successful.	
	Be aware of evaluation and assessment responsibilities during the residency (checking in on student learning, student behavior, etc.).	
Assessing Impact		
	Complete the evaluation forms and return them to Creative Sonoma.	
	Bask in the warm glow of a job well done and a wonderful experience for your students.	