



# SPONSOR CHECKLIST

## Workshop Residency



In preparation for the upcoming residency, use the following checklist to ensure all is ready prior to our arrival. The Tour Team will call you the Tuesday before your residency begins to determine logistics for your first meeting. To ensure a smooth residency we've put together some reminders and a simple checklist to help you out.

### Contact Meeting

Date: \_\_\_\_\_

Time: \_\_\_\_\_

Location: \_\_\_\_\_

Directions: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### Housing Information

Hotel / Care Facility / Dorm / Airbnb / Vrbo / Other

Approximate Time of Arrival: \_\_\_\_\_

\_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_

Directions: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### Covid Protocol

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\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

- Provide faculty with schedules and descriptions of residency activities.
- Review the Tour Team's technical needs and confirm that the site has the required equipment in working order.
- Alert custodians to any special cleaning or equipment needs (extension cords, trash cans, tables, etc.).
- Send reminders to all concerned one or two days prior to the start of the residency.
- Alert office personnel to the Tour Team's arrival and have a visitor's pass ready.
- Don't combine groups or classes without prior approval and don't ask them to work with larger groups than specified.
- ***Certain funding sources require that the regular teacher be actively present in the classroom during workshops.***
- Provide a secure storage space for the Tour Team's equipment and supplies.
- Make sure the room is set up and ready to go, i.e. desks moved, etc.
- Make sure the air conditioner and/or heat works.
- Advise the Tour Team about any participants with special needs.
- Provide the school's accountant or bookkeeper with the payment invoice and send reminders so that payment is made on time.