



HOUSING INFORMATION

Sponsoring Organization Information

Dear Sponsoring Organization,

In regards to housing the two Teaching Artists, it is your responsibility, as per your contract, to provide private (one person per room), clean, comfortable and safe accommodations for the team. Housing shall be provided starting the Sunday before the residency duties begin through the Saturday night after the residency unless otherwise negotiated. Providing meals is optional and will need to be coordinated ahead of time with the Teaching Artists.

Obtaining complimentary rooms for the two Teaching Artists is often a possibility if you ask a local motel or hotel well in advance. The team must be housed in unoccupied accommodations. This can include hotel/motel rooms, bed and breakfasts, local hunting lodges, AirBNB's, Vrbo's, or other similar accommodations. Each of the two Teaching Artists must still have their own private rooms, but they can be hosted within the same suite, or unit depending on the accommodations available in the area.

We will work with each community on a case-by-case basis to determine the best course of action, but available options include:

1. Our office can book accommodations for the Teaching Artists, and the cost of housing will be added to your invoice for the residency.

-OR-

2. You can notify us of donated or discounted private housing available in the area. Program advertising space and special thanks announcement(s) before each performance are available in reciprocation for donated accommodations. You are welcome to offer this information when negotiating with local proprietors, but you are responsible for sending us all applicable logos and language to be used in advertising.

If you have any questions about this, please contact our office before arranging housing for the Teaching Artist team.

The following is a sample letter you may choose to pass along to the hosts or proprietors that have agreed to house the Teaching Artists. You may also want to give the hosts a copy of your team's biography.



Host Information

Dear Host,

Thank you for your hospitality in housing the two Dakota Players Teaching Artists. We hope this week will be a great experience for all involved. Here are some things to keep in mind when preparing for the week:

- Dakota Players requires that each Teaching Artist have his/her own clean and private bedroom complete with bedding. If your accommodations do not allow for this, please notify the sponsoring organization's contact person so that other arrangements can be made. (In the event that the team is married, you will be notified before their arrival.)
- The team may be driving a great distance to your town. They may arrive a little tired and possibly late in the evening. Please ask your contact for an approximate time of arrival if someone will need to be on-site to let them into the property. If the accommodations feature "self-check in" please let the sponsoring contact know how the team will enter the property.
- If you have donated these accommodations in exchange for program advertisement and/or pre-show announcement(s), please double-check that the Teaching Artists have the proper logo(s) and wording to use upon their arrival.