

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 actor/director team will contact you the **Tuesday before** your residency begins. 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

Provided By

☐ Private ☐ Hotel

Approximate Time of Actor Arrival: _____

Name: _____

Address: _____

Phone: _____

Directions: _____

Notes

- ☐ Provide faculty with schedules and descriptions of residency activities.
- ☐ Review the artist'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).
- ☐ Send reminders to all concerned one or two days prior to the start of the residency.
- ☐ Alert office personnel to the artist's arrival and have a visitor's pass ready.
- ☐ Don't combine groups or classes without the artist's permission and don't ask them to work with larger groups than he/she specified.
- ☐ Certain funding sources require that the regular teacher be actively present in the classroom during workshops.
- ☐ Provide a secure storage space for the artist's equipment and supplies.
- ☐ Make sure the room is set up and ready to go. The desks moved, etc.
- ☐ Make sure the air conditioner and/or heat works.
- ☐ Advise the artists about any participants with special needs.
- ☐ Provide the school's accountant or bookkeeper with the payment invoice and send reminders so that checks are cut on time.