



## Arts Integration Partnership and Planning Residency Planning Template

<b>Stage 1 (detail)</b>	
<b>Teaching Artist:</b> Name, Email, Phone/Text Role/Responsibilities	
<b>Classroom Teacher:</b> Name, Email, Phone/Text Role/Responsibilities	
<b>Administrator:</b> Name, Email, Phone/Text Role/Responsibilities	
<b>Arts Integration</b> What are the main arts & non-arts concepts at the core of this residency?	
<b>Arts Integration            Residency Summary</b> (in 500 words or less)	
<b>Arts Integration            Residency Primary            Goal/s:</b>	
<b>Budget Notes:</b> <b>Who is handling            budget? Any funding            restrictions?</b>	

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<b>Culminating event?</b> <b>YES/NO:</b> If yes, add notes on details:	
<b>When are you meeting to plan, check-in, and debrief?</b>	
<b>Stage 2 (detail)</b>	
<b>When can the artist observe a class?</b>	
<b>List any classroom strategies, routines, or customs to note:</b>	
<b>List the strengths and areas of growth potential of this group of students:</b>	
<b>Stage 3 (detail)</b>	
<b>Curriculum connections or standards:</b>	
<b>Learning outcome 1 (Arts)</b>	
<b>Learning outcome 2 (Non-arts)</b>	
<b>Learning outcome 3 (SEL)</b>	

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<p><b>Any evaluations, surveys, or assessments?</b></p>	
<p><b>Plans for differentiated instruction:</b></p>	
<p><b>How will this plan build over the sessions?</b> Make notes on the progressions from teacher-led to independent student learning</p>	
<p><b>Total # of sessions:</b> <b># of minutes/session:</b></p>	
<p><b>Frequency of sessions:</b> (e.g. twice/week) <b>Dates:</b></p>	
<p><b>Supplies/Materials needed? Who will provide them?</b></p>	

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<p><b>Budget details:</b> How much for artist fees, travel, planning, and supplies?</p>	<p><i>Example budget</i>  <i>\$500 - planning stipend 1 Artist &amp; 1 teacher (5 hours x 4 people x \$50/hour)</i>  <i>\$3,000 - Artist fees in-classroom (10 visits x 4 classrooms x \$75/hr)</i>  <i>\$1,500 - supplies costs (2 classes x 30 students x \$12.50/student)</i>  <i>\$300 - transportation to field trip</i>  <i>\$500 - mileage for artist = 10</i>  <i>\$1450 - administrative fees - grant writing/reporting, paycheck processing, scheduling</i>  <i>\$7250 TOTAL</i></p> <hr style="border-top: 1px dashed #008000;"/>
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**Stage 4 (detail)**

<p><b>Any special room setup needed?</b> Anyone else need to be contacted for this? Media specialist, custodian?</p>	
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**Stage 5 (detail)**

<p><b>Communication plan:</b> How often will you keep in touch and provide feedback? In what ways do you prefer to communicate?</p>	
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<b>Residency Day 1 - Outline</b>	
<b>Residency Day 2 - Outline</b>	
<b>Residency Day 3 - Outline</b>	
<b>Residency Day 4 - Outline</b>	
<b>Residency Day 5 - Outline</b>	

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**Stage 6 (detail)**

**When will the debrief happen?** Will it be in-person, phone, or email?  
Who will be invited?

**Accommodations needed.**

1. If multiple grades are involved how will the sessions be adapted for different ages?
2. What accommodations for special needs or other learners being accounted for?

Additional Days Template

<b>Residency Day 6 Outline</b>	
<b>Residency Day 7 Outline</b>	
<b>Residency Day 8 Outline</b>	
<b>Residency Day 9 Outline</b>	
<b>Residency Day 10 Outline</b>	

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