

Implementation Checklist

Program Planning

Begins at least 10 weeks before the first session

Community Assessment

- Distribute and collect [patron surveys](#)
- Complete the facility assessment
- Complete the community mapping survey
- Identify the appropriate art form

Teaching Artist Engagement

Find a Teaching Artist

- Contact local and state arts agencies
- Contact local arts and community organizations
- Use referrals or word of mouth
- Identify at least 3 teaching artists

Engage a Teaching Artist

- Conduct phone interviews
- Invite the best candidate in for a site visit
- Negotiate payment and contract

Planning Meeting with Teaching Artist

For a more comprehensive list, reference the [Planning Meeting Template for Orgs](#) document

- Develop a program schedule
- Determine the date for culminating event
- Determine the responsibilities of the host site and the teaching artist
- Coordinate room usage, room setup, and storage for materials and artworks, if necessary
- Review staff contact information for the teaching artist
- Discuss marketing and creating promotional materials

Pre-Program Implementation

Begins at least 6 weeks before the first session

Prepare Space, Supplies, and Resources

- Reserve the space
- Order supplies/materials, in collaboration with the artist
- Prepare and display any organizational resources or assets (e.g. books, collections, information on other programs/services, etc.), if applicable
- Print any necessary forms

Recruit & Promote

- Establish registration procedures and guidelines
- Maintain a waiting list, if necessary
- Create a recruitment flyer
- Write and distribute a press release
- Post announcements on websites, blogs, social media, etc.
- Distribute flyer to local community centers and cultural organizations
- Contact the press and local officials

Before the First Session

- Contact registered participants with reminder
- Confirm with teaching artist that everything is ready

First Session

Distribute/Collect Forms

- Distribute and collect the Photo/Video Release Form
- Distribute a Workshop Schedule

Attendance & Registration Maintenance

- Review the attendance
- Contact absent participants to see if they will be returning
- Contact participants on the waiting list to fill vacant spots

Throughout the Program

Monitor, Observe, and Document

- Monitor/Observe sessions and attendance
- Meet with teaching artist regularly
- Contact participants in case of facility closings or session cancellation
- Document sessions by taking pictures/video

Half-Way Through the Program

Plan Culminating Event

- Determine the format/agenda of the event, in collaboration with the teaching artist and students
 - Will the host site staff be there to introduce the program and the teaching artist?
 - What will the participants do during the event?
 - What will the audience do during the event?
- Secure the space and any resources required for the event
- Create culminating event flyer and promote the event
- Coordinate documentation of culminating event

Last Session

Gather Feedback

- Distribute and collect a post-program participant survey

Participant Next Steps

- Share future opportunities for participants to continue their art making

Prepare for Culminating Event

- Support teaching artists in preparing students for culminating event
- Support any set-up for culminating event

Culminating Event

Introductions

- Introduce the program and the teaching artist, if needed

Document the Event

- Document the event with photos/video

Gather Feedback

- Distribute and collect a [culminating event audience survey](#)

Post Program

Follow Up

- Debrief with the teaching artist
- Complete any necessary evaluations and reporting

Share

- Share photos/videos
- Share feedback/testimonials