



Young Audiences

2010-11 Residency Planning Agreement

Artist: _____ Site: _____

PLEASE DO NOT SEND PAYMENT WITH THIS FORM.

Residency - an in-depth experience of an art form consisting of a minimum of 3 sessions with the same classroom (max. 30 students per session). A licensed teacher or administrator must be present at all times when a Young Audiences teaching artist works with students during the school day.

An in-person planning meeting **MUST** be conducted between the artist, the principal, the site coordinator(s) and, preferably, any classroom teacher(s) involved in the residency. The artist and the site coordinator should retain a copy of this completed form and send another copy to Young Audiences at 1220 SW Morrison Street, Suite 900, Portland, OR 97205 or by fax to 503-225-0953 within **THREE** working days after the planning meeting. Submission of this agreement is required before any invoices will be generated.

Artists should not begin working at a school/site until the agreement is signed by all parties and returned to Young Audiences. If you have any questions, please call 503-225-5900 ext. 231.

When a Young Audiences teaching artist works with students during the school day, a licensed teacher or administrator must be present at all times.

Date of Planning Meeting: _____

Site Coordinator: _____ Phone: _____ Email: _____

Artist Phone: _____ Artist Email: _____

Residency Program Title: _____

Dates of Residency: _____

Grade	Teacher names	Approximate # of Students

If parent volunteers are needed: How many? _____ Which dates?: _____

Describe specifics of the program including the site's goals/expectations, art skills to be learned, connections to curriculum, etc. (Attach additional pages if needed.)

Identify any special circumstances or needs (e.g. ESL class, TAG, Special Education, special needs students, etc.):

Will this residency culminate in a performance or installation? []Yes []No

If yes, please describe:

Note: Fees reflect amounts charged to schools.

____ (# of classrooms) x ____ (# of sessions per classroom) = ____ (total sessions) x \$60 per session = \$____ (A)

Every residency requires at least one (1) Residency Planning Session: 1 x \$60 = \$60.00 (B)

Additional Planning Sessions or Preparation Hours: _____ x \$60 = \$____ (C)

TOTAL COST OF SESSIONS (A+B+C): \$____

Estimated Residency Supply Needs and Costs

Use this table to determine the materials needed and their estimated cost. Always keep the site coordinator and Young Audiences apprised of any changes in supply estimate. *All consumable supplies purchased by the artist become the property of the school.*

The Supply Invoice is due from the artist no later than 2 weeks after the completion of the residency. If the actual supply cost exceeds the estimated supply cost by more than 10%, the principal's signature is required. Young Audiences will send final invoices upon receipt of the Supply Invoice.

Materials Needed	School will Supply (check below)	Artist will Purchase	
		<i>Quantity</i>	<i>Cost</i>

Other Fees (e.g. installation, equipment rental, kiln firing off-site):

Item	Cost

ESTIMATED SUPPLY COST (*from above*) \$ _____

ESTIMATED OTHER FEES (*from above*) \$ _____

TOTAL COST OF SESSIONS (*from front*) \$ _____

ESTIMATED TOTAL COST (*Supplies+Fees+Artist Sessions*) \$ _____

CANCELLATION OF SERVICE: Canceling within 30 days of the residency start date is subject to a \$50 cancellation fee. Canceling within 15 days of a residency start date is subject to full payment for the service and any purchased supplies.

PAYMENT PROCEDURES: Artists: See *The Artist's Guide* for policies and procedures.

Schools: Payment for residencies less than 30 days in length is due upon completion of service. For residencies over 30 days in length, 50% of payment is due at midpoint of service and the balance upon completion. The principal's signature below authorizes this expenditure. Unless otherwise notified, Young Audiences will deduct funds from the school's *Run For The Arts* or *Far West Fibers* account, if applicable, to pay for this residency and the supplies associated with it. For schools without these accounts, the principal's signature acknowledges that the school will assume fiscal responsibility for this service. All signatures are required.

By signing this document, artist and school agree to carry out the programming as described above.

Artist's Signature Date

Principal's Signature Date

Site Coordinator's Signature Date