

# Touring Artist Program

# How It Works

## Performance Scheduling & Coordination

### ***Required Report of Scheduled Performances***

To schedule performances and workshops, all public and private schools and libraries must contact directly the touring artists sponsored in the CCP *Arts Catalog* and Website. Please tell the artist that you are participating in the CCP program. After you have determined a firm date and fee for the performance or workshop, you must report the information to the CCP. Please see the required report form and instructions in the back of the *Arts Catalog*.

### ***Minimum Booking Requirements***

Because many of the touring companies come from outside of our community, they have set minimum booking requirements for performances. If your school does not meet these minimum booking requirements, please try to find one or more partner schools to schedule additional performances. These can be scheduled together, or block-booked. Please see "*Minimum Booking/Number Performances*" in the *Touring Artist Performances Index*.

### ***Scheduling***

Performances and touring artist workshops generally run for 45 minutes. Please be sure the school and auditorium schedules are clear of conflicts before booking an event. Due to heavy scheduling of artists, the ability to reschedule is very limited. Please be aware of each artist's cancellation policy.

### ***Performance Study Guide***

Please ask touring artists if they provide a performance study guide. This can help classroom teachers prepare students for the performance and provide follow-up activities.

### ***Technical Requirements & Preparation***

The stage must be cleared and technical requirements prepared prior to the artists' arrival. Please ask the touring artists if they require any technical assistance. Students should be seated early enough to begin the event at the prearranged starting time. Allow enough time between events to give performers a rest and to move students in and out of the performance area.

## Fees & Funds

Fees and other essential information are listed in the *Touring Artist Performances Index*. Workshops for students, families, and school staff professional development are identified in the last three columns.

### ***Double Performance Fee***

A double performance fee applies to two performances that are presented back-to-back at the same site on the same day. Please see "*Double Performance Fee*" in the *Touring Artist Performances Index*.

### ***Payments***

The Children's Creative Project pays all artists for services provided. The CCP will invoice schools and libraries for reimbursement. The *arts credit* available to public schools will be deducted from the total invoice for all services scheduled during the academic year.

### ***Arts Credit***

The CCP offers one arts credit for each public school (grades K–12). It supports in part touring artist fees. Please see the information on the preceding pages.

### ***Funds Available***

The Children's Creative Project and touring artists offer funding assistance. This is indicated with "yes" listed in the column titled "*Funds Available*" in the *Touring Artist Performances Index*.

## Before You Contact the Artist

Please discuss all program details with the principal or site administrator before scheduling a performance. You will need all or some of the information below:

- site contact person information (name, phone)
- site address and staging area
- site directions from the nearest freeway
- site calendar to avoid scheduling conflicts
- site hours for start, dismissal, lunch and recess
- site floor surface (wood, concrete, carpet, etc.)
- dimensions of staging area
- availability of a private dressing area
- number of microphones available
- availability of a piano
- number of students attending and grade level