

Directions

Before submitting any request sheets, please ensure that the person requesting services signs and dates the request form as well as the designated approving administrator in your district.

BOCES Arts-In-Ed Protocols for Vendors (e.g. performance tickets and presenters)

1. Requests must be made at least one month in advance- a quote on the vendor's letterhead must be provided in order for BOCES to generate a purchase order for your event. Once request is processed, you will receive a confirmation email.
2. If a vendor is new, a W-9 must be submitted for processing with the request form. The district should request a W-9 from the vendor and submit it with their request form.
3. Invoices are only sent after an event takes place. Invoices supplied from the teacher/district must be dated after the event occurs in order to be processed. If BOCES is not supplied with the invoice, we will directly contact the vendor in order to pay them for their services/events.
4. The post evaluation form must be completed by the teacher and submitted to the Performing and Visual Arts Curriculum Specialist once the event is completed.
5. If an event requires pre-payment, a form must be filled out at least a month in advance and approved by the Performing and Visual Arts Curriculum Specialist.

BOCES Arts-In-Ed Protocols for Consultants (e.g. pit musicians, performers, clinicians, etc.)

1. Requests for consultants must be made two weeks in advance using the request sheet. We will need this information in order to generate a purchase order.
2. If a consultant is new, a W-9 must be submitted for processing with the request.
3. Once performance is over, we will need a consultant voucher submitted and dated after the consultant services are completed.

District Responsibilities

1. **Connection to Arts Standards-** Districts must show a connection to the New York State Arts Learning Standards and as well to other curricular subject areas.
2. **Arrangements-** Districts contact the organization directly to schedule performance/ticket purchases
3. **Transportation to and from events-** Follow your district's protocol for arranging programs/transportation on and off-site programs. Transportation costs are not applicable.
4. **Notification-** Inform the school building administrators, teachers, and any other staff participating in the program to record the date on their calendars. Check other events to avoid conflicts with other schools.
5. **Preparation-** Notify faculty and staff who will be responsible for any setup that will be necessary (ex. A/V personnel, custodians, technicians, etc.)

Performing Arts Request Sheet / COSER 405

District _____ Building _____

District Contact Person _____

Contact Telephone _____ Contact Email _____

Artist Name or Organization _____

Artist Address _____ City/State/Zip _____

Artist email _____ Telephone _____

Performance Location _____

Fee _____ Date(s) of Performance(s) _____

Artist's Address _____ City/State/Zip _____

Art Form(s) Addressed: Music _____ Dance _____ Theater _____ Visual Arts _____ Media _____

NEW YORK STATE LEARNING STANDARDS FOR THE ARTS

Check all that apply:

_____ **Artistic Process 1: Creating-** Conceiving and developing new artistic ideas and work.

_____ Anchor Standard 1-Generate and conceptualize artistic ideas and work.

_____ Anchor Standard 2-Organize and develop artistic ideas and work.

_____ Anchor Standard 3-Refine and complete artistic work.

_____ **Artistic Process 2: Performing (Music, Dance, Theater)-**Realizing artistic ideas and work through interpretation and presentation.

Performing (Visual Arts)- Interpreting and sharing artistic work.

Producing (Media Arts)- Realizing and presenting artistic ideas and work.

_____ Anchor Standard 4- Select, analyze, and interpret artistic work for presentation.

_____ Anchor Standard 5- Develop and refine artistic techniques and work for presentation.

_____ Anchor Standard 6- Convey meaning through presentation of artistic work.

_____ **Artistic Process 3: Responding-**Understanding and evaluating how the arts convey meaning.

_____ Anchor Standard 7- Perceive and analyze artistic work.

_____ Anchor Standard 8- Interpret meaning in artistic work.

_____ Anchor Standard 9- Apply criteria to evaluate artistic work.

_____ **Artistic Process 4: Connecting-** Relating artistic ideas and work with personal meaning and external context.

_____ Anchor Standard 10- Relate and synthesize knowledge and personal experiences to inspire and inform artistic work.

_____ Anchor Standard 11- Investigate ways that artistic work is influenced by societal, cultural, and in turn, how artistic ideas shape cultures past, present, and future.

How will this presentation fulfill the Arts Learning Standards? What activities will occur? What will students experience? What will they do? What will they learn?

How will the presentation support your school's other (non-arts) curriculum objectives and/or Learning Standards?

Signature of Teacher/Staff completing this request

Date

Signature of Superintendent or Designee

Date