
Procedure for Booking Artist/Presenter not listed in print or online Program Catalog

As always it is the mission of Eastern Suffolk BOCES to provide high quality, cost effective programs. In an effort to continue to do this, we are making several revisions to our Arts-in-Education procedures. As of the 2008-09 school year, for those of you who wish to contract for Arts-in-Education or Exploratory Enrichment programs with a presenter who is not in the print or online catalog, the following procedures must be fully complied with for consideration. Without fulfilling this process, the presenter will not be eligible to be contracted through either the BOCES Arts-in-Education or Exploratory Enrichment offices:

1. You must allow a *minimum of **8-10 weeks*** for processing applications, reviewing references and recommendations, and going before the Presenter/Program Review Committee.
2. The artist/presenter/organization must complete the ESBOCES Arts-in-Education/Exploratory Enrichment application and program description forms and send at least two recent letters of reference from schools, libraries, museums or similar educational venues.
3. The ESBOCES Arts-in-Education office will review the application and references within 2 weeks of receipt, based upon the response of the reference, and make recommendations to the Presenter/Program Review Committee.
4. Your district contact will be informed of the results of the review to assure the independent contractor is appropriate to work in Suffolk schools.