
How to Select, Schedule and Book Arts-in-Education and Exploratory Enrichment Programs

1. **Meet with your planning committee to decide what kind of programs are considered necessary and appropriate.** Speak with teachers, building administrators, curriculum directors or your district's Arts in Education Coordinator to help select a program that connects programs to the **current** classroom curriculum and NYS Learning Standards for the Arts for Arts-in-Education programs, and to all other NYS Common Core and other Learning Standards for Exploratory Enrichment programs.
2. **Use the AIE resources online to select an artist/presenter or contact our office for recommendations.**
3. **Contact the artist/presenter/organization.** Make sure you fully understand what the program is about and how it will be presented. Discuss your specific and special requirements with the artist at this time.
 - a. **Set the date(s), time(s) and location(s).** If you are booking an off-site event, indicate the number of students who will participate. If tickets are needed, ask the vendor to either hold your tickets at their location or send them directly to the school.
 - b. **Find out if photography or video is permitted. If not, please inform all school personnel to assure there is no copyright infringement.**
4. **Submit your Contract Request at least 4 weeks before the program.** This allows for processing the paperwork, getting the required artist signatures on contracts as well as materials in a timely fashion for the teacher(s) to adequately prepare students for the performance, presentation, workshop, residency, videoconference or field trip.
 - a. **LATE CONTRACT REQUESTS – requests *after* the date of program -- can not be fulfilled through the ES BOCES Arts-In-Education/Exploratory Enrichment office.**
5. **Follow your district's protocol** for arranging on-site or off-site programs, including arranging transportation for off-site programs (transportation is not an aidable service).
6. **Use the ONLINE system to complete the School District Request for a BOCES Arts-In-Education Contract or the Exploratory Enrichment Contract.** After you click "Submit" you will get an unsigned copy of the form. Have your authorized district Coordinator sign and mail or fax it to our office. Unsigned Contract Requests cannot be accepted. Email Alerts will inform you of the status of your request, reminding you to have it signed.
 - a. A copy of the Contract will be sent to the artist and to the district Coordinator.

