

OCDSB Advisory Committee on the Arts
A Checklist for Organizing an Arts Event

#1 What do we want to do?

- Arts activity for single classroom or for entire school
- Guest artist workshop for single classroom or for entire school
- Arts event in or out of school (concert, video, play, performance, exhibition)
- Integration of arts activities with other school activities

Notes/ ideas

3 things you need to ask

When should this happen? _____

How long should it last? _____

Who needs to be involved? _____

#2 What do we need in order to get started?

- Consent and cooperation of involved parties (eg. Principal, teachers, council)
- Parent helpers
- Money, fees, donations
- Workspace, performance space, display space
- Liaisons, connections, networks of people and technology

Notes/ ideas

2 things you need to ask

Who can help us? _____

Who should we consult? (check out www.ocdsb.ca/sc_art_ottawa.asp) _____

#3 Planning

- Make a list of who is involved, their roles, contact info
- Draw up a description or outline of the event
- Work out a timeline for implementation of each part
- Advertise, and record or document the event
- Thank those involved and get feedback

Notes/ ideas

#4 Hints for Success

- Are you maintaining good communication among all involved?
- Are the needs of the staff, students, and artists being served?
- Did you promote your great arts event before, during, and after?
- ☺ Did you give yourself a pat on the back for all your hard work?