

CHECKLIST FOR ACT PROGRAMS

Over the summer the ACT Program chair schedules each program, confirming a date and time with the performer(s) and reserving appropriate space.

Four to Six Weeks Prior to the Program:

- ___ **Call the Program Chair** to obtain materials and any existing files, including:
 - * contact information for the performer
 - * contract
 - * performance requirements (table/chair set-up, audio-visual needs etc.)
 - * payments made/due
 - * curriculum materials
- ___ **Schedule committee members** assigned to the event:
 - *Volunteer shifts should cover set up, take down and coverage during the event.
 - *Delegate any other jobs associated with the performance.
- ___ **Copy curriculum material** and distribute to all teachers and appropriate staff:
 - *Include principal, assistant principal, administrative assistant, music and art teachers, reading specialists, librarian, gym teacher.
 - *Remind them of date and time of program.
 - *If using the cafeteria on a half day remind the Extended Day staff.
- ___ **Schedule times** for each class (grade-level programs) or each grade (school-wide):
 - *Using one email to communicate with all of the teachers works well.
- ___ **Contact the custodians:**
 - *Hard copy only.
 - *Make arrangements for special needs such as audio visual, chair/table set up etc.
- ___ **Contact PTO Treasurer** for a check:
 - *Use Fiske PTO Expense Reimbursement Request, attached.
 - *Make a copy for the Program Chair.
 - * Young Audiences programs bill the Program Chair who sends payment.
- ___ **For author performances** ask local bookstore to carry the book:
 - *Usually Sundial Bookstore, 1666 Mass. Ave., (781) 862-6003
 - *Send home notice about purchasing books for signing.

Two Weeks Prior to the Program:

- ___ **Submit a write-up** to School News for the two weeks preceding the event:
 - *Deadline is Wednesday at 5:00 p.m. for Friday distribution.
 - *News should be submitted to Lana Panasyuk at lanapan@rcn.com.
- ___ If you need a **separate flyer** distributed:
 - *Submit a hard copy or email attachment to the school office by Wednesday morning for approval and Friday delivery.

One Week Prior to the Program:

- ___ **Remind all teachers and staff** of the upcoming event:
 - *Put a notice in the big binder in the teacher's lounge for the day prior to the event and the actual day of the event (school office will post the note for you).
- ___ **Arrange** for lunch, break time, water and dressing room needs.
- ___ **Remind the custodians** regarding the location and time and special arrangements.
- ___ **Obtain camera** from Program Chair to take some photos at the program:
 - *Use your own if you prefer.
 - *Submit a reimbursement form for film and developing.
- ___ **Remind all volunteers** of their schedules.

Day of the Program:

- ___ Meet the group when it arrives and be on hand for set-up assistance as needed.
- ___ Take pictures.
- ___ Bring a bottle of water for each performer.
- ___ Pay the performer.
- ___ If applicable, give handouts to teachers to distribute to students.
- ___ Solicit informal input from teachers and make a note of students' reactions:
 - *Direct quotes are helpful.
 - *Provide teachers with a questionnaire to be returned to the ACT box in the main office.

Follow-Up

- ___ Write a thank-you note to the performer on the ACT letterhead provided:
 - *cc: Nancy Peterson and the Program Chair
- ___ Write a brief summary for the *Fiske Quarterly* and submit pictures if available
- ___ Communicate with the Program Chair about how the program went.
- ___ Return all materials and photos.
- ___ Schedule next year's program with Native American Perspectives and Bay Colony Educators:
 - *Teachers' approval of date is necessary.
- ___ Pat yourself on the back for a job well done. THANK YOU!