

**Region V
Southeast Alaska
Art Festival
Handbook**

**Created
June 2017**

Art Fest Director Checklist

✓	Task	Due
	Schedule the festival (before spring AD meeting Year Prior)	April
	Contact Art Clinicians	May - September
	Start to make contact with local clinicians	December 15
	Build approximate schedule for large groups	December 20
	shirt design, also send logo out to be digitized	January 20
	Get materials needed list rolling from clinicians and begin orders	February 15
	Finalize Art Clinicians	February 15
	Send housing form home with students	January 25
	Send request for art teacher time off or additional district support staff (if needed)	January 25
	Talk to administration about available rooms for use during the festival	January 30
	Send information letter to schools with request for approximate number of groups and participants.	February 1
	Send out shirt order forms or send info on shirt orders to school	February 15
	Request info from clinicians for information on classes being taught	February 28
	Finalize workshop schedule	February 28
	Order t-shirts	February 28
	Send out parent volunteer request	March 5
	Students sign up for volunteer positions	March 5
	Make contact with printing company for programs	March 5
	Organize hospitality room	March 5
	Request extra custodial staff	March 5

	Finalize schedule of large groups	March 15
	Finalize program and send to printer	March 15
	Notify parents of volunteer assignments (also a meeting)	March 31
	Communicate with staff about facilities use	March 31
	Request for extra equipment from other schools	March 31
	Compile participation packets	

Activity Director Checklist

✓	Task	Due
	Airfare for Clinicians	January 15
	Order Lanyards	February 15
	Book lodging for Clinicians	February 15
	Request school travel itineraries	February 28
	Request chaperone numbers from each school (as well as names for their badges)	March 1
	Begin housing assignments	March 1
	Send Workshop times, dates, locations, clinicians names to schools	March 10
	Cash boxes (programs, shirt sales, ticket sales)	March 31
	Participant badges	March 31
	Participation remittance fee to each school	March 31
	Checks for Clinicians	March 31
	Transportation for students	March 31
	Make posters for visiting schools	April 10

Make signage for all rooms in use	April 10
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Region V Art Festival Vision

Our festival provides the opportunity for Region V high school art students to experience the following:

- An appreciation for art in multiple facets of work
- To experience Art from different locations across Southeast Alaska
- To work with other students from across the Region in multiple different workshops.

Host Responsibilities

To be Completed before the Festival

Clinicians Selections

When selecting clinicians, look for individuals who are able and willing to travel to remote locations; work with a range of skill levels; and with a variety of students. It is also important to consider credentials and ability to connect with high school students. A fantastic high school teacher may be a better choice than a college professor who speaks over the heads of the kids. Region V has budgeted \$300 per artist for the entire event, with the exception of those employed and paid by an attending district.

Art Clinicians will be paid an honorarium of \$300 for the entire event and a per diem of \$35 for the entire festival per adjudicator with receipts turned in, only if not a school district employee being paid. After clinicians accept the invitation, prepare an information packet that includes the following: tentative schedule; deadline information for proposed workshops; and a short informational paragraph for their workshop(s).

Scheduling the Festival

Discuss possible dates for the festival during the spring festival directors meeting. Most of the time, Thursday through Sunday of the third week of April works well. It has been typically the first week of April, but has moved over the years.

Once the dates have been selected, send the recommended dates with your Activities Director to the Spring AD meeting. Confirm the dates upon the conclusion of that meeting.

Information Letter

This letter is to be sent to all of the schools in Region V in January. The letter outlines the different aspects of the festival. The intent is to show art teachers, especially those new to the region, what the festival is like so that the school's groups can be prepared accordingly. A sample information letter is included in appendix A.

T-Shirts

While optional, t-shirts are appreciated by students and there are many economical options available. It is always appreciated by communities to utilize local business as available. It is up to the host director to arrange orders, collect money, and distribute the shirts. Students can be asked for logo submissions.

Send the shirt design with the order in February so that you can obtain an accurate count of shirts that you will need to order OR have students bring their own shirt, and they are able to print that design of that year onto a shirt/hoodie that they currently have.

Housing

Host Housing Form:

This form is to obtain information from students of the host school about housing availability and preference. This form can be sent home as early as January.

See appendix B from sample housing forms.

Housing Form Participating Schools:

Send the housing form to each school with a deadline for submission. All housing arrangements must be completed before student arrival.

Request for other District Art Teachers and Equipment

It is recommended to obtain additional help from other art teachers in your district or community.

Equipment:

Make sure there are enough chairs, stands, tables, and any other equipment needed to run the festival. It may be necessary to request these items from another school in the district.

Make sure to meet with all of your district administration and explain the plan that you are going to have for the festival.

Custodian:

Since the host school's population is usually doubling in size, it is great for the daytime custodian to have an extra set of hands. The administration of the host school usually has to make this request.

Room Procurement

Due to the massive size of the festival itself, it may be necessary to procure other rooms in the school/district/community. Talk to your administration or facilities manager about securing space ahead of time. Rooms needed include, but are not limited to:

- Gym - storage of bags and other travel items
- Classrooms
- Meal Rooms
- Large Group/Auditorium
- Hospitality Room

The staff and coaches should also be notified of the different rooms being used for the festival as to avoid conflict.

Awards

There are awards for each workshop that the teachers select for outstanding art work and honorable mention. These are to be reported to the Director by Sunday morning before the Art Show in order to have the certificates completed.

The four Region V Art Festival Awards are:

Kirk Garbich Award – Artistic Merritt

Best Work Completed at Art Fest

Best Work Brought to Art Fest

Rick Mills “Spirit of Art Fest” Award

These awards are decided on by a committee gathered at the host Art Festival site.

Participant Packets

Visiting School Schools:

Packets will be compiled for each school. The packets are to include at a minimum:

- Schedule
- Map of school
- Activity Director welcome letter (Sample Letter)
- Contact information for the host directors, AD, and Administration
- Housing lists with contact information
- Badge or name tags for each participant, chaperone, and director
- Hospitality room info and times for meal service for students

Clinicians:

Packets will be compiled for each clinician. The packets are to include at a minimum:

- Welcome information about your town (can be obtained from the Visitors Bureau)
- Activity welcome letter
- Badge or Name Tag
- Final schedule
- Contact information for the host directors, AD, and Administration
- Hospitality room info

Publicity

The Region V Art Festival must be adequately advertised locally. In addition to postings at local businesses, local newspaper(s) and radio station(s) will be notified. If additional housing is needed, you may want to use these venues to request additional housing.

Submit personal invitations to the local school board and administration. A website has typically been created for the Region V Art Fest by the host school. Although this is not mandatory, it is helpful in looking for information regarding the festival.

To be Completed During the Festival

Work Crews

Parent Volunteers:

Parent or adult volunteers are a crucial part to the success of this festival. They are needed to perform the following tasks.

- Equipment assistance throughout the day or at meal times.
- Art Fest Auction volunteers to assist in the collection of funds and distribution of items.
- Hospitality room: checking that all is in order, tidy, etc.
- Hospitality food: parents may be called upon to bring snacks, side dishes, main courses, drinks, etc.
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Hospitality Room

There must be a room for clinicians, directors, and chaperones. At a minimum there should be coffee and snacks available. It is always appreciated when meals are provided. Region V has budgeted \$400 for the hospitality room. It is best to have a parent volunteer, culinary class, or community member organize hospitality. The community can also be asked for donations to the hospitality room.

Suggested schedule:

- 7:15am Coffee and continental breakfast
- 12:00pm lunch ready
- 5:00pm dinner ready

Also suggested to have a sign on the door designating hospitality room as a “kid-free zone.”

Meetings

Before the Festival:

An informational meeting is held among the Art Teachers and Clinicians. This is usually Wednesday evening or early Thursday morning. This is a great time to talk about logistics of the festival and also provide an overview to the clinicians of the festival vision and history.

After the Festival:

After the art show, there will be a debriefing meeting for directors and clinicians. The meeting allows an opportunity for teachers and clinicians to offer suggestions to improve the festival or to comment on what they liked. After clinician’s comment, they are excused to their lodgings. At this time directors will “show their can-of-worms” for discussion at the fall meeting.

Office Supply Table

The host may have a table in the hospitality room or a location that has the following office supplies for the visiting teachers to use:

- Extra copies of adjudication forms as well as stage diagrams
- Paper
- Writing utensils
- Scissors
- Three-hole punch
- Tape
- Stapler
- Lint Roller
- Highlighters/sharpiers
- Pencil sharpener
- Erasers

To be Completed After the Festival

Region V Receipt Submission

Receipts will be tallied and submitted with a report to the district business manager immediately after the festival conclusion. The report accounts for budgeted expenses and income from participation fees and gate receipts. T-shirt sales are not part of the Region V accounting. The business manager will then submit a final report to Region V.

Thank-you Cards

Consider sending thank-you cards to volunteers who were instrumental in making the festival run smoothly.

- Clinicians
- Key Parent Volunteers
- Staff allowed you to use their rooms/that volunteered
- Maintenance
- Custodial

Activity Director Responsibilities

Travel Arrangements

Airfare for the selected clinicians should be completed in January. When booking travel for clinicians, account for any layovers and provide necessary accommodations.

Lodging

Lodging for the clinicians should be arranged in February. It is preferable for the clinicians to have their own hotel room.

Transportation

The host school will arrange for or provide transportation for clinicians during the festival. This could be in the form of a rental car, rides from community members, or borrowing of a school owned vehicle.

Honorarium

Have honorariums ready for the clinicians at the conclusion of the festival. The clinicians will be paid during the final meeting.

Per Diem

Clinicians will surrender their receipts at the end of the festival or mail them to you as soon as they return home from the festival. The Per Diem reimbursement should be mailed to them no later than May 5.

Participant Badges

Lanyards

Enough lanyards should be purchased for all of the participating students.

Badges

Badges should be laminated and color coded for each school. Badges should also include the following labels:

- Director
- Chaperone
- Volunteer
- Participant

Ideally, it is nice if they also include the names of the participants so that, if lost, the pass can be returned to the correct school and then to the participant.

Travel Itineraries

Collect travel itineraries from each of the participating schools in February. This information will be needed for the housing portion. If transportation is needed for each school, this is the time for those travel arrangements are to be made for each school.

Housing

The host school is responsible for housing the participating members of the festival. Since this is the largest event in Southeast, it is important to involve the entire school as well as the community to complete this task. Ads can be placed on the radio, in school announcements, as well as your local paper. A rough housing assignment should be completed by March 25th.

Host Housing Form

This form is to obtain information from students of the host school about housing availability and preference. This form can be sent home as early as January. It is requested that each household in the art department attempt to house 4-6 students.

Housing Form Participating Schools

There are two different ways to complete housing:

Send the housing form to each school with a deadline for submission. All housing arrangements must be completed before student arrival.

Each school should receive a housing list upon arrival complete with student names, housing family names, and a phone number of the housing family.

Cash Boxes

Separate cash boxes to be available for food sales, auction, and commemorative shirts/hoddies.

Shirts

Shirts can be sold as a fundraiser for the art program or as a fundraiser for another group that is willing to organize the shirt sales. This money goes directly to the program that did the shirt sales and is separate from the region budget for the event.

Participation Fees

Each school will pay \$12.00 for each student participating in the festival. There are also workshop fees..... *(Note: The Juneau schools have a unique accounting system and it can take them up to 3 months to process a check. It is recommended to submit the remittance fee as early as March 1st to these schools).*

Signage

Posters should be utilized throughout the school directing the guests to the different rooms that they will need to find. The signs should include the following rooms (may differ at each school):

- Commons
- Hospitality room
- Workshop Rooms
- Aux Gym/Main Gym
- No Students
- Restrooms
- Office

Commons

It is nice to have signs in the commons welcoming the visiting schools to the festival.

Facilities/Room Use Notification

Communicate with the host directors what rooms will be needed for the festival and make sure staff as well as coaches and teams are aware of the rooms being used that week.

Participant Packets

Visiting Schools

Packets will be compiled for each school. The packets are to include at a minimum:

- Final Schedule
- Final solo and ensemble schedule
- Final clinic schedule
- Map of school
- Principal welcome letter (see [Appendix A](#) for sample letter)
- Contact information for the host directors, AD, and Administration
- Assigned seating for the auditorium
- Festival Schedule
- Housing lists with contact information
- Badge or name tags for each participant, chaperon, and director
- Hospitality room menu with times for meal service

Clinicians

Packets will be compiled for each school. The packets are to include at a minimum:

- Welcome information about your town (can be obtained from the Visitors Bureau)
- Principal welcome letter (see [Appendix A](#) for sample letter)
- Badge
- Final schedule
- Clinic schedule
- Contact information for the host directors, AD, and Administration
- Hospitality room menu with times for meal service

Region V Receipt Submission

Receipts will be tallied and submitted with a report to the district business manager immediately after the festival conclusion. The report accounts for budgeted expenses and income from participation fees and gate receipts. T-shirt sales are not part of the Region V accounting. The business manager will then submit a final report to Region V.

Non-host Director Responsibilities

Ferry and Housing Information

Directors are to submit travel and housing information in as timely a manner as possible. Inform the host school of any transportation or housing changes immediately. It is important to answer emails and phone calls in a timely manner as the hosts are waiting for this information and cannot move forward with the planning process until they have heard from you.

Clinics

Be available to assist clinicians and help set up any needed equipment in the different rooms. Also consider offering to teach a clinic. It can be difficult for the host directors to come up with enough clinics with good teachers who can deliver information to students at the appropriate level. It is great to have students learn from all of the Region V Directors.

General Assistance

Be available to provide any other assistance that might arise. The host director will organize any additional assistance needed.

Budget (Region V 2017)

Honorarium	\$2,400
Travel	\$1,000
Lodging	\$750
Per-diem	\$400
Director Fee	\$400
Bus Transportation	\$150
Hospitality Room	\$300
Supplies/Materials	\$3,000

Items not covered by Region V: Event Souvenirs (shirts, programs, etc), Housing Expenses (incurred by host school), Janitorial expenses (incurred by host school), Team food expenses (incurred by individual teams/schools).

Region V Housing Rules

A REGION V HOUSING RULES

1. All persons being housed must abide by any and all rules set forth by their host.
2. In general, students must be in one hour after the event. In special cases, such as an extended school dance, students will be allowed to stay out until 1:00 AM. If there are any questions about these times, contact the individual coaches or the high school.
3. All students must abide by future curfews assigned by their individual coaches.
4. Coaches or designee should contact the host parents to let them know where they will be staying and any special rules they wish to have the student follow. Coaches or designee are expected to contact each host family informing them of where you will be staying and leave a phone number and ask them to call at any time if a concern arises.
5. If problems arise, the host parent should contact the individual coach, the Activity Director or the Principal of the host High School immediately.
6. No student is allowed to partake of alcoholic beverages, drugs or tobacco. If a student violates this rule, please notify the coach immediately. The housed student is expected to remove himself/herself

from any situation where alcoholic beverages or drugs are being used by contacting his/her coach and/or host family.

7. Host parents are expected to provide one meal a day or more for the students.
8. The student is expected to let you know where they plan to be during their stay with you. You may expect them to act just as you would your own child to act if they were housed out-of-town.
9. Housing changes are not generally made. If necessary, any housing changes by students must be approved by the coach, advisor and host high school housing coordinator. The host parent will be notified about any changes.
10. No housed student may drive any vehicle while being housed out.
11. Host parents will have working smoke alarms installed in their homes.
12. Host parents are encouraged not to leave students unattended at their home. If the host parent is working during the day, the student can be dropped off with the coach/chaperone.

HOUSING ETIQUETTE – Please discuss the following with the students you are supervising:

- | | |
|---------------------------------------|---|
| A. Sleeping – where/in bed/getting up | F. In-House Behavior and Conduct – curfew/quiet times |
| B. Bathroom Usage | G. Food/Meals |
| C. Bring Friends | H. Electronic Use - TV/VCR/DVD/Computer |
| D. Telephone Use | I. Housed student communication of their plans |
| E. Chaperone Calls | J. Students housed while you are at work |

VIOLATION OF HOUSING/TRAVEL/SCHOOL RULES

Any violation of a housing/travel/ or school rule will result in a meeting with the coach/advisor and a school administrator. Students may be sent home at the parent's expense. Police will be notified as required by law.