

# Program Requirements

## School & Library Site Responsibilities

- Contact artists to schedule performances.
- Confirm artist's fee and cancellation policy.

### ***Provide for Touring Artists:***

- Directions to performance site
- Technical requirements (if applicable)

### ***Provide for Children's Creative Project (CCP):***

- On the form provided, report all performances and workshops as they are scheduled.
- Pay CCP for all performances and workshops presented.
- Do not pay artists directly.

## Touring Artist Responsibilities

- Schedule performances with sites.
- Confirm fees, dates and cancellation policy.

### ***Provide for Schools & Libraries:***

- Technical requirements (if applicable)
- Performance study guides (if available)

### ***Provide for Children's Creative Project (CCP):***

- On the form provided, report all performances and workshops as they are scheduled.
- Invoice CCP for all services provided.
- Do not invoice schools or libraries.

## Children's Creative Project Responsibilities

### ***Payments & Arts Credit:***

- Pay all touring artists promptly for services after they have been provided and upon receipt of an invoice from the artist.
- Invoice schools and libraries for payment reimbursement.
- Apply Arts Credit and grant funds to invoices for schools and libraries to subsidize performance fees as applicable.
- Deny or deduct a portion of the Arts Credit if a school does not follow the above procedures.
- Remove touring artist from Arts Catalog if artist does not follow the above procedures.

### ***Information & Funds:***

- Review & contract with touring artists.
- Collect & update performance and workshop information.
- Produce the Arts Catalog.
- Distribute free Arts Catalog to all schools and libraries.
- Present annual Touring Artist Showcase.
- Raise funds & secure grants to subsidize performance fees.
- Continue to provide above services free of charge.