



Hartford Performs Roster: New Program and Database Editing Guide

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Text that is struck through ~~[struckthrough text]~~ in this document is wording in the database that will be updated. Please use this document and descriptions in **blue** boxes to help complete your program page.



Website: database.hartfordperforms.org

Edit Program

Page 1

School Year: 2019/2020

Name of Program:

This is the title that will appear above your program picture & listing.

Grade levels for Program: PK K 1 2 3 4 5 | 6 7 8

Program Type:

Grade Level Program

Program is searchable and can be selected by grade level teachers and students. Serves the whole grade level of students; paid by the # of students in the grade level; minimum of 40 students paid ONLY for in-school programs; quoted amount will not change unless there are MORE students on the day of the program than at the time of the booking.

\$5/students = \$200 minimum. \$10/student = \$400 minimum for in-school programs

Arts/PE Program

Program is searchable and can be selected by a Physical Education (PE) or Arts teacher. Serves 2 of their classes of students. 25 students maximum/class. Flat rate fee of \$200 or \$250 per class.

Both Grade Level and Arts/PE program

Grade level teachers AND arts/PE teachers can search for and select the program. You must pay attention to the program type in the booking confirmation email to understand how many classes, students and quoted amount you will be paid.

Curriculum Focus: English | Math | Science | Social Studies

This is the primary subject your program aligns with.

Art Form: Dance | Music | Theatre | Visual Art

This is the primary art form your program aligns with. Limited to 1 selection.

Integration Continuum Level: Access | Alignment | Integration

PRO-TIP: STUDENT PROGRAM TITLES

- ✓ ARE SUCCINCT
- ✓ ARE CLEAR AND AVOID JARGON
- ✓ ARE INTERESTING AND PLAYFUL - CAPTURE THE ATTENTION OF BUSY TEACHERS OR STUDENTS
- ✓ IDENTIFY THE ART FORM AND THE CURRICULUM CONNECTION
- ✓ CAN BEGIN WITH AN ACTION WORD



AI Program Cost: \$0 \$5 \$10 \$20

*This is the **Grade Level Program** price per student; AI =Arts Integration, we no longer use this terminology, but it is built into the database.*

AF Program Cost: \$0 \$150 \$200 \$250

*This is the **Arts/PE Program** cost, which is a flat rate fee per class served (minimum of 2 classes per booking) AF = Arts Focused, we no longer use this terminology, but it is built into the database. \$250 is available only for programs that are a two day visit to the same group of students.*

AF Program can serve (select all that apply): Dance | Music | Physical Education | Theatre | Visual Art

*This is the primary art form your program serves. Only select Physical Education if students are **ACTIVELY MOVING** for at least 75% of the program. You must list a physical education standard if this is selected.*

Max. Students allowed (if selected physical educ.):

This is asking how many students at one time you are willing to work with in a large open gym space. 25 students or 50 students.

Capacity

~~Keep in mind Hartford schools have an average of 2-3 classrooms per grade and an average of 20 students per classroom.~~

A) Overall total of Hartford Performs classrooms you can serve in 2019-2020

This is asking you if you have a limited number of bookings you can fulfill this year. Entering zero or leaving this box blank will show your program as SOLD OUT on the roster. If you **do not** have specific limit, enter the number "60" or higher.

Example:

A program with 1 school booking could serve 1 – 4 classrooms.

A program with 4 different school bookings could serve 10 classrooms.

A program with 18 different school bookings could serve 50+ classrooms.

B) If your program is an off-site performance, how many tickets are available to Hartford Performs for EACH performance?

This is asking how many tickets to each performance can we offer so we do not oversell one date.

Is there a required minimum # of students in a grade level in order for your program to be selected?

Yes No

~~The average number of students in a grade level is now 52. If you have a high minimum # of students required in order to select your program it could significantly limit the number of bookings you receive through Hartford Performs. Remember if there are fewer than 40 students in a grade level, Hartford Performs will automatically pay your rate X 40 students (i.e., \$5 X 40 students = \$200). Please only add a minimum number of students if it is absolutely imperative. If you add a minimum # of 100 students or more, chances are likely that you will not receive any bookings.~~

If YES, how many students?

This question is for Grade Level Programs. It is asking if you require MORE THAN our 40-student minimum per grade level for a teacher to select this program. If you enter a minimum of 50 students, that means we will not allow a teacher to select your program if they only have 20 – 49 students in a grade level. If they have 49 students, we will email you and ask before telling them no. If you do not have a minimum, leave this box blank or enter 0.

Is there a required minimum # of classrooms in order for your program to be selected?

Yes No

If YES, how many classrooms?

This question is for Arts/PE programs. You will be booked for a minimum of 2 classrooms for Arts/PE programs. If your program requires 4 classrooms to be selected, ie. you must receive \$800 - \$1000 to fund your program, put 4 in the box. This is dependent on our funding, we cannot always offer teachers to select more than 2 classes. More than likely we will not reach this minimum and your program will not be selected. If you do not have a minimum, leave this box blank or enter 0.

Availability (i.e. All year, only March, March-April, etc.)

This is asking for the times of the school year or days of the week when your program is available for a teacher to schedule you to come in or for students to visit off-site. If your performance is only on specific dates and at specific times, enter those dates and times here.

Program Format

- In-school workshop (1-day classroom visit)
- In-school short term residency (2 – 5-day classroom visits)
- In-school performance
- Off-site workshop/residency
- Combo in-school workshop & offsite performance
- Combo in-school performance & in-school workshop
- Offsite Performance
- Offsite Tour
- Combo In-school workshop & offsite tour
- Combo off-site workshop & offsite tour

If you selected 'Other', or if your program is a combination of an in-school and offsite experience explain below.

If your program is an In-School Performance please specify if your performance is intended for an entire grade level or better suited for individual classrooms. Use the exact language below:

- *In-School Performance (intended for the entire grade level to experience together) OR*
- *In-School Performance (intended for individual classes of a grade level to experience separately)*

If your program is offsite, provide the name and address of the location.

Number of visits for Grade Level Program

This is asking how many times you see a group of students to complete the program. 1= 1 day, 2= 2days, 3= 3 days, etc. Days do not need to be consecutive.



Length of visits for Grade Level Program _____

30 mins, 45 mins., 60 mins, 90 mins., 120 mins. ~~Other.~~

This is asking how long one session of your program is with a group of students.

Example: A grade level with 3 classes of third graders selects your 1 visit, 45-minute program. You will teach your program 3 times in one day and see each classroom for 45 minutes each. Thus, you will be at the school for 2 and a half hours to see all 3 classes in one day. Put in this box, 45 minutes.

If you are flexible, great, but be clear in your description here. You can discuss flexibility when you talk with the teacher. You can no longer select "Other" as a time option.

Number of visits for Arts/PE Program

This is asking how many times you see a class of students to complete the program. 1= 1 day, 2= 2days. Days do not need to be consecutive.

Length of visits for Arts/PE Program _____

30 mins, 45 mins., 60 mins, 90 mins., 120 mins. ~~Other.~~

This is asking how long one session of your program is with a group of students.

Example: A PE teacher selects your 1 visit, 45-minute program. You will teach your program 2 times in one day and see each PE class for 45 minutes each.

Most PE classes are 45 minutes. If you are flexible, great, but be clear in your description here. You can discuss flexibility when you talk with the teacher. You can no longer select other.

~~If selected 'other' and the length of your program requires more explanation than options above, describe here.~~



Edit Program

Page 3

Program Requires Prior Meeting with Classroom Teacher yes no

If you checked "no," would you be willing to meet a classroom teacher if requested prior to your program?

yes no

Meeting Method (select all that apply)

Email In-Person Other Phone

If selected "other" please

explain



PRO-TIP: COMMUNICATION IS THE KEY TO A SUCCESSFUL HARTFORD PERFORMS PROGRAM.

- FRIENDLY
- APPRECIATIVE
- CLEAR & CONCISE
- QUICK TO CONFIRM AND FOLLOW UP

Materials School is Responsible For (i.e. markers, pencils, projector, etc.)

To help schools better plan for your program list exactly the materials you expect from them. If you don't list the materials in your database page schools cannot be held accountable for supplying materials last minute.

Materials Arts Provider Provides

This is asking what materials you are bringing with you for the program.

Space and/or Set Up Requirements for Program

This is asking if you require a specific space (gym or auditorium) or set up for the program.



Page 4

Program Edits

~~Please fill out all the fields required to apply the changes to the program.~~

Provide Core Art Standards and Learning Standards addressed in another subject area addressed for EACH GRADE LEVEL that your program serves.

For each grade level provide 1 - 2 Learning Standard(s), as well as 1 – 2 Core Arts Standard(s) that your program addresses. Learning standards include: Common Core ELA, Common Core Math, Science, Social Studies, Health, and Physical Education. ~~resses~~

To access the learning standards and the arts standards, [click here](#).

For examples of how to write out learning standards for the database, [click here](#).

Core Learning Standards

Art Standards

All Hartford Performs Programs align with learning standards in both the arts and another subject area. This helps programs build a bridge with the school, classroom, and teacher.

One arts standard and one other learning standard is required be listed for each grade level served. Teachers cannot select programs out of the grade level served.

If your program serves Physical Education, you must include that as a standard.

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Edit Program

Program Learning Targets

List the program learning objectives as I CAN statements. Think about what you want students to know, care or think about and be able to do as a result of your program. These statements should be written from the students' perspective. Example I CAN statements: "I CAN identify positive and negative space," "I CAN use three elements in my art to create unity." **Only your top three should be listed. Learning targets should communicate with the standards you are listing.**

Grade Level Program Description

Provide a clear overview of your program and then detail how it's different across grade levels. If your program happens over the course of multiple days be clear what happens each of the days. If your program is a performance or tour give a brief synopsis. Program Description cannot be longer than 300 words.

Arts/PE Program Description

Provide a clear overview of your program and then detail how it's different across grade levels. If your program happens over the course of multiple days be clear what happens each of the days. If your program is a performance give a brief synopsis of your performance. If your program is classified as both a Grade Level Program and an Arts/PE Program use this space to describe how it looks different in an arts or PE classroom. Program description cannot be longer than 300 words.

Volunteer Opportunities for Caregivers

List if your program has opportunities for caregivers to be involved (i.e. as audience members, to help hand out supplies) and how many caregivers could potentially be involved without becoming distracting to your program.

Additional Notes

If your program is an offsite performance with multiples dates and/or times, please specify how many tickets are available for each show. Please be as specific as possible.

PRO-TIP

PROGRAM DESCRIPTION

- ✓ A SPECIFIC DESCRIPTION OF WHAT STUDENTS WILL DO/CREATE.
- ✓ CAN INCLUDE TRANSFERABLE SKILLS "COOPERATION" "PROBLEM SOLVING" "COMMUNITY BUILDING" "CULTURAL CONNECTION"
- ✓ LEARNING TARGETS, STANDARDS AND PROGRAM DESCRIPTIONS SHOULD BE IN SYNC WITH ONE ANOTHER


Program Images

Add/Change your Program Image

Choose File No file chosen

upload picture

For best results, program images should be 200 x 200 pixels.
Maximum upload size is 1 MB.



Delete Program Picture

Add/Change your slideshow images

Choose File No file chosen

upload picture

For best results, slideshow images should be 540 x 200 pixels.
Maximum upload size is 1 MB.

logout

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Program Image

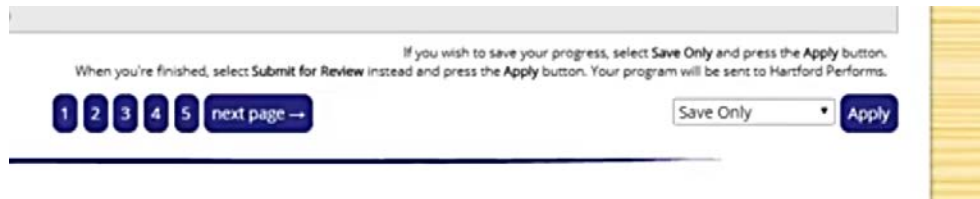
This is the image that displays on the roster. It is your main marketing source for teachers and students. Images should connect with the program title and description, be fun and marketed specifically to the grade level band you are working with.

The preview on this page is what will be seen on the roster. Make sure to follow the 200 X 200-pixel specs and max 1 MB size. You can find Free online photo editing software at <https://www.befunky.com/create/> where you can center the aspect ratio for the correct size.

Slideshow Image

You can upload up to 5 different images (200 x 200-pixels) that will scroll through when a teacher opens a program link. This is a way for you to show more of what goes on during your program visually. Show off some of your cool teaching artists, student work, materials, instruments, etc.

Note: *You must have parent/guardian permission to post any images of students on your program page. This is for the safety of our students.*



Save Only dropdown bar option

*Allows you to save your progress on each page of program edits. This will save the program you are currently working on in your DRAFT folder on your Dashboard. Make sure to return to this program in your draft folder to continue working on it. Be sure to hit **Apply** to save your progress.*

Submit for Review is the other option in the Save Only dropdown bar.

All programs must be submitted for review each new program/school year. This tells the Programming Department that you have reviewed your program for the new year, you made all the edits you need to make, you are done editing, and you are ready for it to be visible on the Program Roster.

The Programming Department reviews all programs before making them visible on the roster. If there is an error or you are missing information the Programming Department will reach out to you to make edits. You will then need to SUBMIT FOR REVIEW any time you go in to make edits.

If no more edits need to be made you will receive an email from the database that your program has been approved and verified. This means when the roster goes live your program will be visible to all.

“Submitting for Review” has nothing to do with the selection committee. Your program has already been approved to be listed on the roster. This process is a check to confirm you are planning to list this program and teachers and students can select it.