



arts in education

Instructions for Visiting Performers
2019-2020





MARYLAND STATE ARTS COUNCIL

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If you need assistance in using this publication, please contact the MSAC office at 410-767-6555 or TTY 1-800-735-2258.

Large-print versions are available upon request. Readers, foreign-language interpreters, and audiocassette versions will be arranged with two weeks advance notice.

INTRODUCTION

The purpose of these instructions are to give artists and performing companies that participate in the Visiting Performers program a resource to assist them in planning and carrying out performances.

Please refer to the list below for an explanation of acronyms.

MSAC= Maryland State Arts Council

AiE= Arts in Education

GAF= Grant Agreement Form

AiR= Artist-in-Residence

NEA= National Endowment for the Arts

Please read through these instructions carefully. As always, the AiE staff may be contacted with any questions and concerns.

Precious Blake

AiE Program Director

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AiE VISITING PERFORMERS PROGRAM - INSTRUCTIONS FOR SCHOOLS/SITES

The MSAC's AiE Visiting Performers Program assists schools and other educational institutions in obtaining quality performances and workshops in dance, multi-discipline, music, puppetry, and theater. AiE grants to the performers and companies listed on the Visiting Performers Roster of Artists make it possible for schools to obtain a limited number of performances at reduced fees. Up to one-third of the total cost of a given service may be covered by AiE funds (performer's fee + travel = total cost of the service).

INSTRUCTIONS FOR SCHOOLS (Up to three different productions per school year may be obtained by the school/sites.):

1. Select a performer from the AiE Visiting Performers Program - [Roster of Artists](#).
2. Contact the Visiting Performer or their booking representative directly to inquire about productions offered this year and whether AiE funds are still available to subsidize the performance.
 - The number of reduced-rate performances is limited to three (3) per school.
 - Back to back performances count as two (2) performances.
 - When AiE funds are exhausted, full fees apply.
3. Schools make all the necessary arrangements (dates, times, fees) and sign a contract with the Visiting Performer or their booking representative. (See **CONTRACT TEMPLATE** on page 6.)
4. Complete an evaluation form immediately after the engagement. [Access Visiting Performers Final Report Evaluation here](#). **Failure to submit a Final Report Evaluation may result in the loss of any future MSAC funding.**
5. Prepare a check for the **TOTAL SCHOOL CONTRIBUTION** of the Engagement Fee to be given to the Visiting Performer on the day of the Engagement. **Any school may use Title I funds to match Maryland State Arts Council funds in payment for the school's performing arts residency.**

The AiE Program Director is available for questions and any issues that arise, but does not arrange bookings on behalf of the Visiting Performer. Contact precious.blake@maryland.gov.



AiE VISITING PERFORMERS PROGRAM – INSTRUCTIONS FOR VISITING PERFORMERS

The AiE Visiting Performers Roster of Artists assists artists in promoting their performances statewide. The grant has been created to help Visiting Performers reach new audiences: those who could not otherwise afford services, those in geographically remote areas, and/or “special” populations.

FUNDING BREAKDOWN:

Each school/site may obtain funding for a total of three different Visiting Performer engagements each school year. A school/site may obtain AiE assistance in an amount not to exceed 1/3 of the total cost of the service (cost of performance + total expenses = total cost of service). Amounts must appear on the Contract with the school/site in the following format:

Amount paid by school/site	\$ _____	
Other funds (if applicable)	\$ _____	
TOTAL SCHOOL CONTRIBUTION		\$ _____
Amount covered by MSAC/AiE grant funds		\$ _____
Total Engagement Fee		\$ _____

All programs and publicity materials must give appropriate credit to the Maryland State Arts Council and to the National Endowment of the Arts. The MSAC logo may be found at www.msac.org/recognizing-our-grants.

PAYMENT:

In order to receive payment for your performances, please complete the following:

1. At the start of the school year, sign and return the Grant Agreement Form with a complete and accurate W-9 form.
2. Immediately following the performance:
 - a. Complete an Invoice
 - b. Complete Final Report form
 - c. Email your school Contract, signed by both parties, to Precious.Blake@maryland.gov.



Each visiting performer is required to have a Contract that is signed by the Teaching Artist (or their booking representative) and the school, submitted to Precious.Blake@maryland.gov in order to receive funding.

CONTRACT TEMPLATE

NAME OF TEACHING ARTIST OR BOOKING REPRESENTATIVE
MAILING ADDRESS OF TEACHING ARTIST OR BOOKING REPRESENTATIVE
PHONE AND EMAIL ADDRESS OF TEACHING ARTIST OR BOOKING REPRESENTATIVE

DATE

TO: NAME OF SCHOOL CONTACT
TITLE OF SCHOOL CONTACT
NAME OF SCHOOL
ADDRESS OF SCHOOL

This is to confirm that NAME OF TEACHING ARTIST will present [ONE, TWO OR THREE] performances of TITLE OF PROGRAM at NAME OF SCHOOL on DATE OF PERFORMANCE(S) at TIME(S) OF PERFORMANCE(S).

- | | | |
|---|--------|-------------|
| 1. SCHOOL DISTRICT: | | CITY/COUNTY |
| 2. SCHOOL/SITE CONTRIBUTION: | AMOUNT | |
| 3. OTHER FUND CONTRIBUTION: | AMOUNT | |
| 4. TOTAL SCHOOL CONTRIBUTION: | | AMOUNT |
| 5. MSAC/AiE GRANT FUND AMOUNT: | | AMOUNT |
| 6. TOTAL COST OF VISITING PERFORMER ENGAGEMENT: | | AMOUNT |

The school is responsible for providing:
[LIST ANY ITEMS/EQUIPMENT/SPACE NECESSARY TO ENSURE A SUCCESSFUL PERFORMANCE.]

The TOTAL SCHOOL CONTRIBUTION (Line 4) is due on the day of the performance, payable to TEACHING ARTIST OR BOOKING REPRESENTATIVE. If the show is cancelled due to sickness or weather conditions, neither party shall be charged.

The signatures below confirm a VISITING PERFORMER engagement. (Please email the signed contract to Precious.Blake@maryland.gov.)

TEACHING ARTIST OR BOOKING REPRESENTATIVE SIGNATURE _____
DATE

SCHOOL REPRESENTATIVE SIGNATURE _____
DATE