

“ARTISTS ON THE GREEN” TIMELINE
(“AOTG” is usually the last Wednesday in March)

March 28, 2012

SEPTEMBER

Choose date, place on school and district calendars.

Meet with Cafeteria Manager to give date and plan picnic.

Talk with Parent Teacher Organization (PTO) President about the Artists’ Luncheon.

AOTG COMMITTEE - Meet once a month. Includes 2 teachers from each grade level, music, art, physical education teachers, media specialist, para-professionals, office personnel, assistant principal. Our whole school has ownership and takes part. We have an excellent parent of past students, who volunteers and donates all printed materials, including artists’ gifts.

SCHOOL-WIDE PERFORMANCE – Discuss possible performers, contact choice, confirm by JANUARY.

GIFTS for PRESENTERS – Decide what you will give. If you are making the gifts, then start early. Allow plenty of time.

DECEMBER

ARTISTS/PERFORMERS (presenters) for the year – Brainstorm, make choices, then contact personally by phone. Once you get their email, address, and phone numbers, you may send correspondence by email / mail.

JANUARY

CONTACT PRESENTERS - Call first.

INFORMATION TO PRESENTERS - Principal’s letter, presentation request for sessions they can do and equipment needed, AOTG information sheet, schedule, request for artwork to display with our students’ artwork in our school-wide museum, artist bio (email or mail)

PRINCIPAL’S LETTERS – 1) invitation to artists, 2) welcome for artists’ packets, 3) thank you to add with students’ thank you notes.

ORDER ALL SUPPLIES/MATERIALS (paper, badges) needed.

FEBRUARY

RAVENEL MUSEUM OF ART – Continue displaying student artwork throughout school (added to work that is already displayed).

TEACHER CHOICE FORM - After receiving all information from artists with the sessions they can do, compile Teacher Choice Form. Teachers choose presenters for their sessions; return form immediately.

SCHEDULING - Provide teachers with a variety of presenters for their 4 sessions and make sure age appropriate.

COURTESY CALL - Call artists to let them know what grade levels/age they will have and their location.

PUBLIC RELATIONS – News release to newspapers, TV, and radio (ongoing).

AOTG INVITATION sent to district and school administrators, School Board, County Council, our SC and US senators /representatives, governor, news, Arts Councils

SPECIAL EVENTS – Between sessions plan other arts experiences (students playing strings in halls, opportunity to visit with different visiting artists, such as Monet, have picture made as Mona Lisa or Grant Wood's American Gothic).

GUIDANCE – Order AOTG T-shirts for Peer Facilitators, Meeters and Greeters.

PEER FACILITATORS, MEETERS AND GREETERS

They welcome presenters, help them unload their cars, sign in, get their packets, and get settled in their rooms. During the day, they check to see if artists need something to eat or drink, take their orders, then bring them snacks. At the end of the day they help them pack up and get their supplies back to their cars.

Some of the Meeters and Greeters are on rotations and remain in the front to welcome visitors and give directions.

MARCH

TEACHERS' NEWSLETTERS – AOTG date, parent invitation, cost of lunch with lunch form. (beginning of March)

LOANED ARTWORK from presenters received and interspersed throughout the school with our students' artwork in our museum setting. Make labels.

MAP (placement of presenters in classroom and outside) –Back of schedule, one for every artist’s packet with location, restroom, lunch, and school-wide performance highlighted. Make several large maps to place throughout school showing “YOU ARE HERE.”

SCHEDULE – Finalize, preview before printing.

PROGRAMS – Cover design, schedule, map.

ARTISTS’ PACKETS - Welcome letter from principal, school map, program, gift, nametag. Alphabetize.

PRINTED MATERIALS - Artists’ sign-in sheet, visitors sign-in sheet, special nametags for artists, ones for faculty, and visitors, programs, Presenters’ signs to place by doors.

ARTISTS’ LUNCHEON (PTO) – Food prepared by PTO.

LUNCHEON - Decorations, centerpieces/ door prizes, entertainment (students) arranged.

SNACKS for PRESENTERS- Faculty (social groups) provide, parent organizes and works with “Meeters and Greeters,” who take presenters’ orders and deliver snacks throughout day.

GUIDANCE – Review map and schedule with Peer Facilitators, Meeters and Greeters. Discuss the snack order forms and delivery to presenters.

THE DAY BEFORE

Artists’ signs are placed by classroom doors.

Staff has nametags.

Artists’ requested equipment is in respective location.

All artwork is displayed, identified, and labeled.

ARTISTS’ LUNCHEON – Media Center decorated.

“ARTISTS ON THE GREEN” DAY

“Welcome” table is set up at entrance with sign-in sheets for visitors, sign-in for artists, nametags for visitors, programs, Artists’ Packets.

Carts at front for Peer Facilitators to use to help presenters transport their equipment/supplies to specific locations.

Place balloons at entrance and around school.

Students write thank you letters to artists.

Immerse yourself in the arts. Enjoy our artists, performers, and our Ravenel Museum of Art. Have a fantastic day!

APRIL

Classes complete their letters.

Sort, organize, and mail to our presenters.

Beverly Robinson

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March 3, 2012 from 11:00 until 11:50

Hilton Murray Hill Suite A 2nd Floor

National Art Education Association Convention

New York

Ravenel Elementary School

150 Ravenel School Road

Seneca, SC 29678