



In-school Residency

The Big Picture

Here are some items to remember when starting to plan for your fabulous student poetry extravaganza! Details follow....

- No more than 150 students or so can comfortably be accommodated for the typical final show. More than that, you need to consider another week or modify the expectations.
- If you are a non-school-based contact person (e.g. parent, arts council) we **MUST** have an in-school person (principal, librarian, teacher) who will help design the schedule and act as the in-school coordinator.
- Teachers whose class is participating must be involved in the advance preparation (establishing performance teams, poem search, etc.).
- Each participating teacher must have a copy of the detailed handout.
- The Poetry Alive! presenters must work as a team – you cannot split them up to accommodate more contact times.
- I will contact you 4-6 weeks in advance of the residency week to discuss your progress in set up and to deal with any concerns or logistical problems.
- **YOUR SCHEDULE MUST BE FINALIZED NO LATER THAN 10 DAYS PRIOR TO THE START OF THE RESIDENCY. THIS ALLOWS TIME TO MODIFY PROBLEM AREAS.**

We are looking forward to our visit! Please contact us with any concerns or questions.

Toll Free: 1-800-476-8172 or email at poetry@poetryalive.com