

WORKSHOP PLANNING CHECKLIST

- School:
- Artist:
- Partner Teacher:
- Others Involved such as Art Coordinator:
- Assistance needed from parents, support staff, older children?

- Date(s) of Session(s):
- Time:
- Duration:
- Number of Participants:
- Workshop space:
- Aims / Objectives of Workshop:

- Expected Outcomes (or purely process led):

- Theme / Subject:
- Introduction / Slideshow / Visits (may involve children who do not participate in workshop)

- Materials;
 - School to provide:

 - Artist to provide:

- Preparation:
 - Drawing/Design
 - Research / gathering of resources
 - Clothing/Aprons

- Staff training;
 - Teacher and support staff involvement
 - Formal session or informal drop-in sessions for staff to experiment and play

- Keeping a record:
 - Photographs - whose job is it?

- Children's Comments

- Evaluation:
 - Children; e.g. self assessment or letter to the artist
 - Teacher; mid way as well as at the end
 - Celebration / Raising profile of art:
 - Exhibition / display/book
 - Who to invite (parents, teachers, governors)
 - How to finish the work;
 - Firing
 - Colour / Glaze / Oxides / Alternatives
 - Mount or Display

- Ideas for future activities / projects