

**Virtual Workshops/Residencies  
Booking Information and Tech Packet**

Thank you for inquiring about an InterAct Story Theatre virtual workshop! We want to bring you the most engaging and smoothly run virtual program that we can so that your students can enjoy a wonderful arts experience. The process for booking and running your program includes these steps:

1. **Booking & Technical Intake Call:** In this first call, we get a little information about your needs, the goals for the workshop, and the technical platforms we will be working with. We will also work out the workshop schedule, including a technical rehearsal/meeting time. See *Technical Intake Talk*, below.
2. **Contract & Deposit:** Once the booking is confirmed, we will issue you a contract and collect a 50% deposit. deposits may be through check or online payment such as a P-card. An online payment, credit card, or P-card payment may incur a surcharge for payment processing.
3. **Confirmation:** Two weeks before the first workshop is scheduled to take place, you will receive a confirmation call/email to confirm the date and time of the program and of the tech rehearsal, and collect further technical information as needed to help things run smoothly.
4. **Tech rehearsal/tech meeting:** In the two weeks leading up to the workshop, we will have a short tech meeting/tech rehearsal with the InterAct artist, the adult at your site with whom we’ll be working on the day of the program, and you or your designated tech person. This meeting is required, and may take as little as 15 minutes if all goes well. We recommend plenty of advance time between the tech rehearsal and the start of the workshop, so that we have time to troubleshoot or find workarounds if needed. See *Tech Rehearsal/Meeting*, below.
5. **Program day!** On the day of the workshop, the InterAct artist will follow the schedule and protocols we worked out in our tech rehearsal/meeting to log into the system. See Program Day, below. Final payment is due within one week of the program date unless other arrangements have been made.
6. **Post-program feedback:** We hope that you and the students enjoy the program! After the workshop concludes, we will send you a link to an online survey that can be used to give us feedback on the program, and invite you to share it freely among audience members. We also welcome email and phone calls if you’d like to talk about the workshop with us. We’re always striving to do more and do better, and we really do factor in the feedback we get as we polish our programs and develop new programs, so thank you in advance for your thoughts and responses!

**Technical Intake Call**

There are many different methods, platforms, and ways to engage with our programs; to be sure we can best meet your needs for the workshop, we’ll contact you for a short call. Here are some useful bits of information to think about and have ready if you can for our conversation—don’t worry if you don’t know all of these answers right away, we can figure some of these out together! This information helps us get a head start on putting together a fabulous program for you.

* **For workshop programs, how many individual groups are we working with each day? How many total sessions will we be conducting for each group? What scheduling adaptation(s) do we need to make for your school’s COVID-19 recovery plan?** The more we know about your students and how your school is running, the more we can plan efficiently!
* **What is the age range of the students attending the virtual program(s)?** We design our workshops carefully according to the need of each classroom participating, and create lesson plans based on each group’s needs.
* **Do you have specific goals, educational themes, or needs in mind for the program?** This information can help us to tailor a workshop to your needs.
* **How much time will we have for the program(s)?** Workshop lengths can range from 15-60 minutes depending on age/stage of students, content, and school scheduling. Please note these program times do not include time for logging in, getting tech set up, and troubleshooting any issues before the program starts.
* **How will interaction occur during the workshop? What are the rules set by your school or system regarding videoconferencing protocols for classroom/out-of-school instruction?** Interaction during a workshop or residency session can happen in a variety of ways. We will ask if there are any restrictions or technical limitations in your system that may affect interaction during the workshop, or if there are preferred methods you know tend to work well with your students.
* **What accommodations for accessibility, language, and/or student needs can we make so participants can have a meaningful, engaging experience in the least restrictive environment?** At InterAct, we are big fans of Universal Design for Learning (UDL) and bring experience and expertise with working with ESOL/ELL populations. Our programs are designed to be flexible to allow for children to participate in a variety of ways. Please don’t hesitate to talk with us about how we can support your students’ varied needs! This information also helps us suggest technical adaptations for the online experience.
* **Where will students be while attending the program(s)?** From where are students tuning in? Will they be together in one space with adults? Will students be in multiple classrooms with teachers, tuning in at the same time? Will students be in their homes with a family member? Will it be a combination of these?
* **Do you have reliable internet access and the ability to stream video and audio so participants can see and hear clearly?** This workshop is delivered online, and participants will need internet access, and access to video monitor/screen and speaker/audio.
* **What is your technical setup? What platform do we need to use? What requirements does your school, site, or school system have when it comes to web conferencing and virtual programs?** For some partners, it works beautifully for InterAct to host the program as a closed Zoom webinar or Google Meet; for others, the school system requires that we use the school system’s platform. Don’t worry if you aren’t sure about this...we can research this together. Also, we may already know your school system’s requirements.
* **How do you host guests in your tech platform on the day of the program?** Some systems allow for a guest to log in, other systems involve a few more steps.

**Technical Rehearsal/Meeting**

This meeting will occur 2 weeks before the first scheduled workshop or residency date. The purpose of the meeting is to do a tech check, make sure everything is working the way we think it’s supposed to, and work out troubleshooting and contingency plans. Attending this meeting should be the InterAct artist, you or the person you’ve designated to be our tech contact, and the adult who will be with the children on the day of the program (teacher or family member). If there are multiple adults who will be there, it is fine for just one or two adults to join us for the tech rehearsal, provided they will take responsibility for getting others ready.

In the tech rehearsal, we will do a test-run of logging in to the system together. We will not do a full run of the workshop, but we will make sure that everyone can log in, access the platform, and both see and hear clearly. If there is a Powerpoint, audio/video clip, or other technical element in the professional development, we will do a test of those elements, and make sure everyone is clear about who will manage each technical element during the workshop. We will also work out the answers to the following:

* **How will all participants log into the program platform?**
* **When will the InterAct artist log in? When will students log in from school, center, and/or home?** We recommend classes log in no later than 5 minutes before the program start whenever possible. Barring technical difficulties, the InterAct artists will start the program on time, and we don’t want audience members to miss a moment!
* **Who can the InterAct artist contact if there is trouble logging into your school’s system, streaming, or accessing audio/video? How can the InterAct artist contact that person quickly?** We will need the name and cell phone number of a person who will be standing by and watching for our message or phone call, and who can offer technical assistance if there’s an issue accessing your school’s system.
* **What will we do if there is an issue with internet access, audio, or video during the show?** Contingency plans are key to peace of mind during a virtual program!
* **How will we facilitate interaction, group participation, and input?** This can be facilitated in a variety of ways, depending on the program and platform we are using. Different modes of participation require different actions to open chat/mute and unmute audio/start video/etc., so we’ll do a quick rundown of how to do that, and what adaptations or contingencies we may need.
* We will also confirm, refresh or refine the information we got from you in your intake and confirmation calls, especially with regard to audience size and location, scheduling, goals, purpose, and outcomes, accessibility adaptations and modifications so audience members can have the most engaging and least restrictive arts experience possible.

**Program Day(s)!**

On each workshop or residency day, the InterAct artist will follow the procedure we worked out in our rehearsal to log in. Students will participate in the program(s) following what we worked out as the best fit for your school’s needs; no matter what, any InterAct Story Theatre program will be interactive and engaging for all learners! On workshop or residency days, please log in at the time agreed upon so that we can all participate and learn together.

**We recommend logging in a few minutes early so we can start on time; this is especially important if we are working with multiple groups or classes in one day, so we can stay on schedule for all classes and students.** If one group logs in late, we may not be able to make up the time as the teaching artist may need to transition to logging in with another group at your school. If a group or class is a “no show” for their time slot, the teaching artist may not be able to make up that session. In the event of a “no show” by a group or class, full payment is due for the teaching artist’s time.

Final payment is due within one week of the final workshop or residency date unless an alternate arrangement has been made.

**NOTE: Due to copyright and our legal contractual agreements with our artists, the recording of any virtual program is strictly prohibited unless advance agreement has been made in writing; absent this advance written agreement, the teaching artist is within their contractual rights to decline recording. Thank you in advance for your consideration and observance of this rule, and respecting the rights of our artists.**

**For questions and further information…**

If you have any questions, please feel free to contact InterAct Story Theatre at (301) 879-9305 or at info@interactstory.com. Thank you for your partnership! We look forward to working with you and your learning community.