



NATIONAL ARTFARE

Partnering on a Jumblies Workshop

We are excited to be working with partners to deliver Jumblies Studio workshops in different locations around the country. This document sets out what needs to happen to make them successful, and what Jumblies and our Partners will contribute. It covers tasks related to our Artfare Essentials workshop and also to other Introductory, Advanced and Special-topic workshops and Master-classes.



What Jumblies will contribute:

- Collaboration and support in planning, budget-creation, and funding proposals
- A section on our website for workshop promotion, applications and information
- A lead facilitator (and other co-facilitators as decided)
- Workshop concept and curriculum (in consultation with Partner)
- Printed and on-line resources
- Practical templates and procedures for workshop
- Portable art supplies and equipment
- Funds to contribute to the workshop delivery (determined on a case-by-case basis)



In consultation with the Partner we can also provide Templates and Resources that might include:

- Publicity text and images
- Registration forms
- Start-up and evaluation surveys for participants, facilitators and partners
- Take-home Companion booklets with resources and tips for participants
- Printed hand-outs as relevant
- Media release forms
- Certificates of completion for participants
- On-line digital resources in a password-protected section of Jumblies' website.

Partners are asked to collaborate with us as follows...

As much as a year in advance:

Content Development

- Discuss workshop interests, options, adaptations, duration, costs, resources, etc. to develop plan and dates
- Discuss and suggest local facilitators (to meet disciplinary and diversity needs and goals)

Participants

- Consider outreach priorities, barriers, diversity challenges and how to address them
- Consider approach to charging fees (Yes or no? How much? Sliding scale? Work-trade? Subsidies?)
- Consider registration process (first-come-first-serve or some other process of selecting participants)

Logistics

- Procure a suitable location with at least 1000 square feet
- Wheelchair access, sink for artwork, kitchen, possible breakout spaces
- Ability to post paper on walls and leave supplies out or in a handy storage space

Financial

- Develop an initial budget
- Plan any new funding proposals (by partner or collaboratively) to support the workshop

Starting about three months in advance:

Content Development

- Contract co-facilitators and guest presenters
- Consult with Jumblies to adapt resources as needed (Jumblies will adapt in consultation with partner)
- Plan any site visits to take place during the span of the workshop
- Create flexible workshop schedule in keeping with participant needs, post online and send to participants

Participants

- With Jumblies, adapt application forms and start-up surveys provided by Jumblies on website or by email
- Communicate with prospective participants and make choices if necessary, with Jumblies input as needed
- Tabulate and consider responses in start-up surveys (Jumblies and/or partner can do this).
- Plan for any special needs – e.g. translation, childcare, access.
- Make plans for any billeting, accommodation, transportation (local or out-of-town).
- Request bios and photos from participants - to share in workshop and/or place on website.

Promotion

- Plan, prepare and distribute publicity – poster / flyer, notice on websites, email promotions and local media
- Collaborate in preparing website special page for the workshop – hosted by Jumblies or partner as preferred



Logistics

- Confirm space
- Decide on food plans (morning and afternoon coffee / tea and refreshments, any lunches to be served)
- Hire staff or caterers accordingly
- Arrange any local transportation if needed

Evaluation and Documentation

- Adapt start-up survey (sent with the application package) to capture participant learning goals
- Create and confirm overall evaluation plan (adapting Jumblies usual resources and practices)
- Make plans and hire accordingly for documentation (photo and video)

Finances

- Update budget and set-up financial systems for workshop (with Jumblies staff).

About two weeks in advance:

Content Development

- Print and copy any manuals, certificates and hard-copy resources
- Plan sessions with guest artists / facilitators as appropriate
- Update schedule

Participants

- Send out updates and final notes to participants
- If desired – make a roster of work-trade helpers

Promotion

- Update content of website special page

Logistics

- Confirm all food, transportation and accommodation plans
- Assemble / purchase all needed art supplies (Jumblies can bring along a big case of supplies)
- Assemble all needed technical supplies – e.g. projector, speakers, screen, camera
- Assemble food-related equipment and supplies – coffee urn, teapots, cups, plates etc.

Evaluation

- Convey to Jumblies in writing, Skype or telephone to share your hopes and goals for the workshop
- Disseminate a survey to colleagues if appropriate

Documentation

- Confirm or update documentation plans
- Hire documenters (photo and video) for agreed-upon times



Finances

- Review/update budget, actuals and tracking systems

During the workshop:

Logistics

- Ensure access to space (keys etc.) & communicate with space partners as needed
- Coordinate response to special needs – e.g. translation, childcare, access
- Arrange staff to set up morning drinks and snacks half hour before start of workshop
- Coordinate any lunch arrangements, and afternoon snack
- Coordinate use and security of technical equipment
- Support the workshop process and logistics in other ways as needed

Documentation

- Make sure media releases are signed and collected.
- Coordinate documentation (photo/video).

Finances

- Handle immediate expenses & revenue (e.g. fees and petty cash)

Enjoy participating in the workshop!

After the workshop:

- Take part in follow-up evaluation meeting(s)
- Help disseminate follow-up surveys for participants (Jumblies will adapt these)
- Archive, process and share photos and videos, and collaborate on any editing tasks
- Create final budget and take care of budget reconciliations between Jumblies & Partner
- Collaborate and share materials for funding reports as needed
- Make plans as/ if desired for future workshops and collaborations

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