Intros Staff & Artists

Please state your:

☐ Name

☐ Pronouns

☐ Art Form
Paperwork & Booking Process

Materials sent to artist/ensemble:
- Confirmation Email
- Artist Evaluation Link
- Completion Form
- Planning Meeting Document - can be used to facilitate residency planning between the artist and site contact.
- Hourly schedule form (school residencies only)

Materials sent to site contact:
- Site Agreement and Confirmation Email
- Invoice
- Residency Hourly Schedule
- Family Participation Guide
- Expectations for Classroom Teachers
- Writing Residency Memo
- Performance Technical Rider
- Site Evaluation Link
Scheduling Process

Step 1: The **program site** selects artists and activities from the COMPAS website.

Step 2: **Staff** schedule artists based on the site request and needs and artist’s availability.

Step 3: The activity is confirmed and booked when artist and program site receive the confirmation email. The Confirmation Email and attached documents are considered binding.

Step 4: Prior to the first date of the residency/performance/workshop: The artist/ensemble must confirm program details and goals with the site as soon as the artist receives the Confirmation Email. This process might include both a phone call and a planning meeting, depending on the length of the booking.

Step 5: **Complete program, maintaining communication with the site contact throughout.** Artists are encouraged to handle the everyday challenges that arise, but please contact the COMPAS staff whenever you need our support. We are here to answer questions, clarify policies, listen to your concerns and take appropriate action to ensure a successful experience for you and for the site.

Step 6: The **artist/ensemble** submits an online Artist Evaluation, Completion Form, student writing and other mandatory paperwork to COMPAS immediately following a completed program to trigger the payment process.
Confirmation Email

COMPAS Artist Confirmation for: Community of Peace Academy Residency 5/4-8/2020

Emma Seeley <emma@compas.org>
To: Emma Seeley

To: Frank Sentwail
Booking: Community of Peace Academy - 5/4/2020

Site Contact:
Tim McGowan
Community of Peace Academy
471 Magnolia Ave E
Saint Paul, MN 55130-3849
(651) 280-4583
timm@cpapk12.org

<table>
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<tr>
<th>Start Date</th>
<th>Start Time</th>
<th>End Date</th>
<th>End Time</th>
<th>Location</th>
<th>Address</th>
<th>Program</th>
<th>Age/ Grade</th>
<th>Total Attendance</th>
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<tr>
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<td>9:03 AM</td>
<td>05/08/2020</td>
<td>2:00 PM</td>
<td>Community of Peace Academy</td>
<td>471 Magnolia Ave E</td>
<td>The Performance Art of Spoken Word Gr. 7</td>
<td>104</td>
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Please complete the online evaluation for your program upon completion: https://www.surveymonkey.com/r/19-20Artists

Notes
Monday, May 4th - Friday, May 8th. Detailed classroom schedule will be sent separately.

Payment: Supplies should be billed to the site directly by the artist unless otherwise specified.

Total Pay: $1,400.00

Please contact the program site a month in advance to plan your program and to ensure that your required program and supply needs are met.

Your completion form will be sent electronically on the end date of this booking. It will be sent to you first and then to the site contact. Please e-sign it as soon as you receive it.

Questions?

For Creative Classroom Residencies: Julie Strand, Arts Program Director at 651.292.3254 or julie@compas.org
For Libraries, Performances, and Workshops: Emma Seeley, Arts Program Manager at 651.292.3265 or emma@compas.org
For Artful Aging℠, Access Arts, and Arts in Healthcare: Marlaine Cox, Arts Program Manager at 651.292.3209 or marlaine@compas.org

Thank You,

COMPAS
### Residency Planning Meeting Guide for Teachers and Artists

#### Student/Environment Understanding

- What is the age of the students? What kinds of arts experiences have they had leading up to this?
- What are the classroom rules?

#### Artist and Classroom Teacher Residency Goals

- What art form or art forms will this residency address?
- What concepts and techniques of that art form should the residency include?
- What curriculum/subject area will this residency tie into or support? What concepts and techniques of that subject area should the residency address?
- How might these concepts and techniques intersect?
- What products can we make to explore these concepts and techniques? What processes can we go through to explore these concepts and techniques?

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This document was inspired by the work of many COMPAS artists and the *Teaching Artist Handbook Volume 1, by Nick Jaffe, Becca Barniskis, and Barbara Hackett Cox*.
Residency Hourly Schedule

**Artist:** Frank Sentweli

<table>
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<tr>
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<th>Contact</th>
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<tbody>
<tr>
<td>Address</td>
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<tr>
<td>City/State/Zip</td>
<td>Alternate Phone</td>
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<tr>
<td>Residency Dates</td>
<td>E-mail</td>
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**Where should the artist check in on the first day?**

**For each class session/box, please list:**
- The name of the teacher
- The grade level and class size
- The meeting times
- The room number

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**Community Event Information:**
Family Participation Guide

COMPAS presents:
Storytelling Through the Arts:
Spoken Word & Rural Life with
Frank Sentwali

Today you are experiencing an arts education program presented by COMPAS. Artists—like scientists—explore the world ... start your exploration here:

About the Residency
Students will explore using the medium of Spoken Word poetry to present rhythmic oral depictions of rural customs, activities, traditions, experiences, and life philosophies. Students will write their own original “free verse” poems and then learn how to blend basic public speaking techniques (eye-contact, vocal projection, tone) with rhythmic, theatrical delivery methods (physical and vocal choreography).
Students will get the opportunity to view other youth Spoken Word performances, enjoy the poetry of Frank Sentwali, and ultimately perform their own written poems.
Students will also enjoy the experience of working 2011 Compas teaching artist of the year Frank Sentwali and his 20 years of Spoken Word teaching expertise.

About Frank Sentwali
Frank Sentwali Gardner was born and raised in St. Paul, Minnesota. He began writing raps and immersing himself in hip-hop at age 11. Frank is the creator of Edu-Poetic Entertainment, a Twin Cities’ spoken word and music ensemble. EduPoetic Entertainment has played two tours of the Pacific Northwest and produced three full length CDs. They have been nominated for the Minnesota Music Awards three times in two different categories. Frank has spent years in the education system as a tutor, teacher and mentor. He currently co-facilitates S.E.E.D. (Sentwali Entertainment Education Division), presenting programs in schools and community centers.

Vocabulary
Slam Poetry: A style of Spoken Word that is in a competition format involving time limits as well as other rules and regulations

Literary devices: Smile, Metaphor, sensory language, Alliteration, etc. Techniques that enhance the decorative quality of writing

Suggested family discussion questions
- What is Spoken Word?
- What are 5 steps to creating a good spoken word performance?
- What is unique about writing a Spoken Word poem versus other style of literary poetry?
- What did you like most about Frank’s visit to your school?

A few places to search for answers:
- www.youtube.com (search Brave New Voices or BNV)
- www.youthspeaks.org
- www.trueartspeaks.org
- Poetic License video documentary

COMPAS is a nationally-recognized provider of Arts Education programs.

For more information, to donate, or to schedule a program in your local school or other community location, please contact us at:

COMPAS.org
475 Cleveland Avenue, Suite 222
Saint Paul, MN 55104
Arts Residencies: 651.292.3254
Arts Performances: 651.292.3265
Expectations for Classroom Teachers

Our Expectations for Teachers during a COMPAS Residency

Actively participate
You are a partner in the residency. Teaching Artists rely on teachers to actively model behavior and participate in activities during our entire time on site.

Be present in the classroom
Your leadership is needed both physically and mentally.

Communicate your learning expectations
Let us know if you have goals or agendas that we should address. If we didn’t have a lot of pre-planning time with you, this is especially necessary!

Provide classroom management
When a student is off-task or distracting others, we rely on you to help resolve the issues so that we can focus on what we do best. We look to you for classroom assistance and reinforcement.

Plan ahead
We often have such a short amount of time with your students, if you can gather materials, reserve space and prepare equipment in advance, we appreciate it and so will your students.

Complete an evaluation
We can only know how well we are doing with your feedback. Please take the time to complete the on-line evaluation provided by COMPAS. We appreciate it.

Enjoy yourself and have fun!
This one is optional, but we hope you take advantage of the opportunity to use your own creativity and learn something new!

651.292.3249 © 475 Cleveland Avenue North, Saint Paul, MN 55104 © COMPAS.org
Reminder to Writing, Spoken Word & Songwriting Residency Host Teachers!

For over 40 years, COMPAS has produced an anthology of student writing from residencies that occurred during the previous school year. This is a long-standing COMPAS tradition and it is quite an honor for the young writers who are published!

**The Process**
When you host a writing residency, the visiting Teaching Artist selects TWO poems, stories or group songs that the artist believes are the strongest pieces of work for each week of the residency. This writing is included in the anthology publication along with work from other students who participated in writing, spoken word and songwriting residencies across the state.

**We Need Your Help**
You play an important role, because we need your help in obtaining the selected student’s contact information. Without you, the anthology can’t happen.

A COMPAS staff person will be in touch with you during the existing school year or early the next fall to **obtain the address, phone and e-mail of the student’s family in order to mail a letter, permission slip and invitation to the public reading.** The information is kept confidential and is not shared!

**Then what??**
The chosen student and his or her parents/guardians will be notified about the Anthology by mail during the fall of the following school year. Families and COMPAS friends will also receive invitations for the Publication Celebration that takes place during November of the following school year.

For writing residencies hosted during the 2019-2020 school year, students will be notified of their acceptance during the fall of 2020. The book will be published and shared at the Publication Celebration in November, 2020.

Please let us know if you have questions. We will be in touch about the selected writing for this year!

Sincerely,

COMPAS Arts Program Manager
Emma@COMPAS.org
651.292.3265
COMPAS presents

Spoken Word with Teaching Artist...

Frank Sentwali

Northeast College Prep
December 3rd - 6th, 2019

COMPAS.org

COMPAS presents

Siama’s Congo Roots

Performing Siama’s Congo Roots — Acoustic Trio

Friday, February 7th, 2020
Crossroads Elementary
8am and 9:15am

COMPAS.org
Setup time: 20-30 minutes

Space Requirements: All 3 of Siama’s groups are small (2-4 pieces). We can perform on a stage in a big auditorium or in a small room such as a cafeteria or library.

Technical Requirements:  
Siama’s performances require a PA with minimum 6 channels and speakers. (Monitors are ideal but not required.) Siama can provide his own PA (for small-to-medium spaces) for an additional fee.

- Siama and Dallas – 2 chairs, 3 DI’s, 2 vocal mics/stands/cords
- Siama’s AfroBilly Trio – 3 chairs, 4 DI’s, 2 vocal mics/stands/cords, 1 percussion mic/stand/cord
- Siama’s Congo Roots Quartet/World Quartet – 3 chairs, 4 DI’s, 2 vocal mics/stands/cords, 2 percussion mics/stands/cords

Materials: none needed

We’re happy to allow photographs.
COMPLETION FORM

This form must be completed to initiate payment to the writer or artist. Payment from COMPAS to artist turnaround is 30 days.

This confirms that,

Frank Sentwali

completed the following days of work at, Richfield Middle

Dates the Writer/Artist worked: May 4-7, 2020

Program date change or other notes:
  Residency became virtual

Signed,

__________________________  5/20/2020
Lisa Lee
Contact or representative  Date

__________________________  5/14/2020
Writer/Artist  Date

Please Evaluate This Program:

Artful Aging™ Program Partners: https://www.surveymonkey.com/r/19-20ArtfulAgingPartners

All Other Partners: https://www.surveymonkey.com/r/19-20partners

Artist's Self-Evaluations: https://www.surveymonkey.com/r/19-20Artists

Writers/Musicians/Spoken Word Artists:
Do you have Anthology submissions? If so, initial here.

If yes, please email your top two writing selections (your first choice and your runner up) to Emma@compas.org

Remember to include on EACH PAGE submitted:
- Students FULL NAME and Grade
- School, Teacher and Residency Dates
- Your Name

COMPAS, 475 Cleveland Avenue North, Suite 222, St. Paul, MN 55104
Phone: 651.292.3249 Fax: 651.292.3258
Julie Strand, Arts Program Director at 651.292.3254 or julie@compas.org
Emma Seeley, Arts Program Manager at 651.292.3265 or emma@compas.org
Mariaine Cox, Arts Program Manager at 651.292.3209 or maraine@compas.org
This evaluation is for COMPAS Teaching Artists to complete after bookings.

If you’re having trouble submitting the evaluation, please save it as a PDF or word file and send it via e-mail to Julie@compas.org. A word file is also available on the COMPAS Roster Artist page http://www.compas.org/rosterartist.

The purpose of this evaluation is to:
- Obtain required data for funders
- Gather program process and feedback – what happened, how did it go?
- Encourage self-reflection as a means of personal evaluation and assessment
- Help us gather info to build toward a COMPAS Art Program Framework

Thanks so much for being an integral part of COMPAS!

* 1. Basic information about the booking. (for numbers, respond to the best of your ability)

Your name

Name of school/site, City

Program title/description

First day of booking/last day of booking

Total number of youth participants

Total number of adult participants (adults that were present/participating/exposed to the program)

Basic information about the booking.
- Name of school/site, City
- Program title/description
- Total number of participants (youth/adults)
- Program type

Short narrative of your teaching experience.

Info about participants

Any modifications that had to be made

Rate COMPAS administration on how they did with communication and timeliness.

Self-assessment. Rating yourself on meeting site’s expectations, organization, communication with site and the learning your participants did.

Providing any examples of the difference the program made and any changes in behavior/attitude/knowledge from participants
Any questions?
Upcoming Dates to Remember...

Tuesday, June 30th at 5 PM
COMPAS Teaching Artist Community Discussion via Zoom

**Wednesday, July 1st**: deadline to send information for website profile
Due to: emma@compas.org

Tuesday, August 11th at 10 AM
Zoom Workshop: Being Put Into a COMPAS Grant with Marlaine Cox

Friday, September 11th
Annual Roster Business Meeting