

Planning an arts project: a checklist

1. Research possibilities and assess what is needed by your school/pupils/ staff/teachers. Decide what kind of project you want.
2. Write a project brief outlining your aims and objectives.
3. Write a project budget, identify money already available, and potential other sources funding if necessary. Plan fundraising.
4. Carry out fundraising/ funding applications (bear in mind funder's deadlines and allow enough planning and lead in time).
5. Recruit and select artists/ arts organisations, ask for CRB disclosure certificate(s) and public liability insurance certificate(s) if they will be working with under 18s or vulnerable adults.
6. Planning between partners, artists and teachers involved. Agree on: project aims and objectives, activities, timescale, artists' fees (if not already specified during recruitment) and how you will evaluate the project. Put it in writing so it's clear to everyone what their responsibilities are. Carry out a risk assessment of the activities with the artists where required.
7. The project takes place!
8. Evaluation, reflection and planning for the future (between all project partners). After the project, or at intervals during long projects.