



SERVICE REQUEST FORM

Visiting Artist Program

As a participant in the Performing Arts CoSer 402, your district is eligible to receive up to 2 days (12 hours) of “arts services” from area visiting artists at no additional charge.

PLEASE READ THE INSTRUCTIONS BELOW CAREFULLY

STEP 1: Select the artist(s)* you would like to have visit your classroom.

STEP 2: Contact the artist and arrange workshop date(s) and time(s) for the visit(s).

STEP 3: Complete the faxback below.

STEP 4: At least 10 days prior to the first day of the scheduled visit, fax this completed form to Deborah Champagne at the BOCES School Improvement Services Office (315) 386-2828.

Additional Request Forms can be downloaded from www.sllboces.org

District Services • School Improvement • Arts in Education (AIE) • Visiting Artists

FAX TO: (315) 386-2828

District/Building: _____

Contact Person: _____ **Email:** _____

Visiting Artist: _____			
Date(s): _____		Total # hours: 3 6 9 12 (circle one)	
For office use only			
Artist will travel from _____	to _____	RT _____	times _____

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