

SCHEDULING WORKSHOPS

What: Three theatrically based enrichment workshops are included with your residency week. Each workshop is an age-appropriate, educational, interactive exploration of the performing arts through hands-on activities, coached by our Tour Actor/Directors. We provide a selection of workshops (see WORKSHOP LIST) that are specifically designed for school-age students to adults and will be conducted for the participants that you choose. The workshop schedule must be finalized and provided to the team by the end of the first day of the residency following rehearsals. If the schedule is not provided verbally or in writing by this deadline, workshops shall not be conducted during the week.

How: The workshops are scheduled at your discretion within our guidelines. Please determine your workshop schedule prior to the residency week, and share your schedule with the team, who will be making an advance phone call to the "Team Contact" the Tuesday two weeks prior to your residency week. The Tour Actor/Directors will be planning other production-oriented activities around this schedule. The workshop schedule must be finalized and provided to the team by the end of the first day of the residency following rehearsals. If the schedule is not provided verbally or in writing by this deadline, workshops shall not be conducted during the week.

Who: The workshops are designed to be participatory and to actively introduce a classroom-size group to specific elements of the topic at hand. To maintain a professional and interactive environment, we ask that you pay close attention to the group size (located on the WORKSHOP LIST). **Our Tour Actor/Directors are not authorized to exceed the maximum workshop attendance limits and must conduct workshops as a team.** Though expanding the group size increases the number of the participants, it limits the team in terms of activities and exercises and decreases the quality of the experience for those who do take part.

The workshops indicate that they can be geared for a broad range of ages, but it will still be necessary to limit the age range of the participants to three or four grade levels within a particular session. Please note that MCT workshops are written for school-age children with the exception of our Adult Educator workshop.

Where: The workshops were all designed with a classroom-sized group in mind, so a classroom will work for most of the workshops listed. Desks may be pushed back to provide adequate movement space. When combining classes, choose a space that is appropriate for the size of the group.

When: The best days for scheduling workshops are those in the middle of the residency: Tuesday, Wednesday, and/or Thursday. We recommend a maximum of five workshops in a day. The weekly limit is 20 (which includes the three complimentary sessions). Each workshop lasts approximately 45 minutes. When scheduling workshops back to back, please allow for travel time whether it is between classrooms or locations. If you must schedule workshops on Monday, please contact the Tour Marketing Department to confirm that this is possible.

Supervision: We ask that one representative from your organization be available during the workshop. Supervisors must remain with their students for the workshop sessions. Being a part of the workshop will not only allow supervisors to share the experience with their students, but will also aid in the creation of follow-up activities.