**The 2019 Houston Arts Partners Conference**

**Ignition: Sparking Creativity in Every Classroom**

RFP Worksheet

Please use this worksheet to prepare your answers for the HAP RFP before you start completing the official form. The official form can be found at

The 2019 Houston Arts Partners Conference, ***Ignition: Sparking Creativity in Every Classroom***, will be held on Sept. 13-14 in downtown Houston.  
  
To read the guidelines for presentations before you submit, please visit [www.hapconference.org/present](http://www.hapconference.org/present).

Throughout this form, please use plain text and avoid formatting and special characters in your responses.

If you have any questions or need assistance, please contact Troy Scheid, HAP Coordinator, at troy@yahouston.org or 713-520-9267.

**I am applying as...**

* a representative of a HAP arts organization, school district, or institution of higher education - $0
* a representative of an arts organization, school district, or institution of higher education that is NOT part of HAP - $25
* an independent educator/teaching artist not primarily affiliated with any arts org, district, or institution (presenting about my independent work) - $25

**HAP Applicants**

Please select the HAP district, organization, or institution of higher education that you represent.

* AD Players
* Aldine ISD
* Alief ISD
* Alvin ISD
* Art League Houston
* Asia Society Texas Center
* Brazosport ISD
* Contemporary Arts Museum Houston
* Ensemble Theatre
* Express Children's Theatre
* FotoFest
* Galena Park ISD
* HITS Theatre
* Hobby Center for the Performing Arts
* Holocaust Museum Houston
* Houston Center for Contemporary Craft
* Houston ISD
* Klein ISD
* Lamar CISD
* Main Street Theater
* MECA
* Mercury
* MUSIQA
* New Caney ISD
* Pasadena ISD
* San Jacinto College - South
* Sheldon ISD
* Spring ISD
* Texan-French Alliance for the Arts
* Theatre Under The Stars
* Tomball ISD
* University of Houston Central
* University of Houston - Downtown
* Young Audiences of Houston

Did you expect to see a group listed here that was not included? Please contact [troy@yahouston.org](mailto:troy@yahouston.org) to check your status.

**Non-HAP Applicants**

**Organization, District, or Institution Name**

**Organization Description.** 500 characters maximum. (Districts and institutions of higher education do not need to answer this.)

**Primary Contact**

**Contact Information.**

**Name**

**Title (if you selected a district or organization)**

**Email Address**

**Phone Number**

**Social Media Info.** List applicable social media links or handles for presenters, organizations, departments, and/or districts if desired.

﻿**Co-Presenting Organizations, Districts, or Groups.﻿** Having a co-presenter is strongly encouraged. Please list co-presenting organizations, districts, or groups. (Do not list individuals here – instead, list their bios later in this application.)

**Proposed Presentation**

**Presentation Title**

**Presentation Description.** Your description should get people excited about your session - and, because attendees have many options, you should be specific. Describe what will happen in your session and what makes it hands-on/participatory. What knowledge or skills will participants take away? **Limit of 750 characters.**

**Special Populations. One sentence.**Describe how your session directly addresses the needs of special populations (students with disabilities and/or learning differences, English Language Learners, refugees, incarcerated youth, etc.). Special populations do not need to be the focus of your entire session, but all sessions need to take them into account.   
  
Examples: Could your session about using theatre techniques to teach science include adaptability suggestions for kids with disabilities? Could your session about using family history to create a dance program address what to do if students have family trauma in their past?

**Under-represented voices. One sentence.** Describe how your session includes under-represented voices. Underrepresented voices do not need to be the focus of your entire session, but all sessions need to address them.   
  
Example: Could your session about Mozart's operas address how Mozart was influenced by Joseph Bologne, Chevalier de Saint-Georges, a contemporary composer who was black?

**Primary Audience.** The primary audience for this session is.... (Please be specific. It is very rare for a session to appeal equally to all audiences.)

* Fine arts teachers
* General education teachers or teachers of academic subjects
* Teaching artists and non-profit employees
* Principals and campus decision-makers
* District leaders
* Parents
* Other:

**Primary Arts Discipline.** Please select the primary arts discipline addressed in your session.

* Music
* Visual Arts
* Theatre
* Dance
* Literary Arts
* Media Arts
* N/A - This session focuses generally on creating partnerships.

If necessary, please list any additional arts disciplines you will meaningfully address in your session.

**Session Type.** This session is best described as...

* A session about learning within an arts discipline.
* A session about integrating arts disciplines and academic subjects.
* A session that provides a transformational artmaking experience for K-12 teachers/administrators.
* A session about creating, sustaining, and/or funding successful arts partnerships.
* A session about engaging parents as advocates for arts access and arts education.

**Academic Subjects (Arts Integration sessions only)**

**Primary Academic Subject.** If your session addresses integrating the arts with academic subjects, please select the primary academic subject your session will address.

* Math
* Science
* ELA/Literacy
* Social Studies
* World Languages

If necessary, please list any additional academic subjects you will meaningfully address in your session.

**Learning Objectives (Arts Integration and fine arts sessions only)**

**Learning Objectives.** Please list at least 2 SPECIFIC, mandated learning objectives that are meaningfully addressed in this session. If it is an arts integration session, include objectives from both the academic subject and the fine arts discipline. If your session addresses fine arts only, include objectives from the fine arts discipline. For many sessions, these learning objectives will be drawn from TEKS/STAAR.

**Presenter Bios & Requirements**

Please submit the bios of all co-presenters, focusing on information relevant to the presentation. For this section, please give bios of INDIVIDUALS and not ORGANIZATIONS. You must submit ONE bio with this RFP, but all organizations listed as co-presenting organizations should eventually have representatives who participate in the presentation. The deadline for adding or changing presenters and submitting updated bios is Aug. 1, 2019.

**Bio of Presenter 1** (250-character limit)

**Bio of Presenter 2** (250-character limit)

**Bio of Presenter 3** (250-character limit)

**Bio of Presenter 4** (250-character limit)

**Accessibility Needs.** Do any of the presenters listed require reasonable accommodations to fully participate in the event? Examples of possible needs could include wheelchair accessibility, reserved seating, etc.

**Capacity.** How many people can comfortably participate in your session?

**Presentation Requirements.** All presentation specifications must be listed on your proposal and should be restricted to the essential. Art supplies, handouts, and other consumable goods that are unique to your presentation, as well as speakers for playing music, are the responsibility of the presenters or presenting organization.

* Projector and screen
* Access to electrical outlet
* Room suitable for messy artmaking
* Access to sink for cleanup
* Head table and setup for a panel of speakers
* Demonstration Classroom: We will be bringing students under the age of 18 to participate in our presentation.
* (For HAP members only) I can host this session at my organization's location during conference hours as an "excursion" option for attendees. The address is:

**Room Setup.** Please select the way(s) you prefer your attendees' seating to be arranged.

|  |  |  |  |
| --- | --- | --- | --- |
|  | Best Fit | Acceptable | Not an Option |
| Theatre (Rows of chairs) |  |  |  |
| Horseshoe (Chairs around edges) |  |  |  |
| Studio (Chairs at tables) |  |  |  |

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**Presentation Date.** Please select the date(s) that work for you.

|  |  |  |  |
| --- | --- | --- | --- |
|  | Best Fit | Acceptable | Not an Option |
| Friday, Sept. 13 |  |  |  |
| Saturday, Sept. 14 |  |  |  |

**Number of Presentations.** Please select the total number of times you would be willing to present this session on the date or dates selected above.

I can present \_\_\_\_\_\_\_\_ times

* 1
* 2
* 3

**Is there anything else you'd like us to know about your session?**

Thank you so much for taking the time to submit your proposal to the 2019 Houston Arts Partners Conference. If you have any questions, please contact Troy Scheid, HAP Conference Coordinator, at troy@yahouston.org or 713-520-9267.