

# **School Contact Person and/or Teacher**

## Check List – please review and complete the following instructions

### List of items

- This document gives students ideas/suggestions/examples of items to bring and weave into the weaving.
- **2 weeks prior** to my arrival please **give a copy to all students, staff and teachers.**

### Drawing of the Loom

- **Please make** enough copies for each student and **have available to me**, Victoria, on the first day prior to the first class.
- **Drawing is given out after the students' class with the weaver!**

### Teachers Guide

- Please give or email each teacher a copy. Ask the teacher to review/read.
- The teachers help is required and crucial prior to my arrival. Teachers are key in preparing the students:

#### **2 weeks ahead of my arrival. The teachers help insures a successful residency.**

- It is extremely important teachers understand what their students will experience. When the teacher is present the information and educational benefits of the experience can be continued much more effectively with the class after the residency is completed.

### Supplies

- White paper (8 1/2 x 11) enough for each student participating. Please have available before first class.
- Pencils supplied by the school to the weaver before the beginning of the first class.

### Help requirements

- **loading/unloading:**  
**Arrival: *Minimum of two adults to assist unloading and setting up the Loom***  
**Departure: *Minimum of two adults to assist breaking down and loading of the loom.***

*(If help is not available upon my arrival I will wait for arrangements to be made. Not having help could result in a delay of the residency.)*

### Space requirements

- A secure quiet permanent space (classroom setting) with good lighting is needed during the residency for the large loom. (Minimum loom(only) space 10x10)
- Tables and chairs for students to use as they work  
**Please place rectangular (6 or 8 feet) tables and chairs in a semicircle fashion around the loom area. All students will face the loom sitting on the outside of the tables.**
- Two long tables for weavers to use for supplies and equipment.

### Teacher Requirements

- Two weeks prior to residency give each student a copy of the “List of Items”. It is crucial the teacher reminds the students each day to bring their item. Have them bring them ahead of time and keep them in a box in the room.

#### **This will insure the success of the residency!!!**

- In each class session we expect the teacher be present and participate fully with the students.
- When the teacher is present the information and educational benefits of the experience can be continued much more effectively with the class after the residency is completed.

Thank you for all your help. We are excited about our upcoming visit to your school.