

## Workshop/ Residency Form

We require a student/teacher ratio of 15:1 or less (12:1 for students 6 and under) to ensure the best environment for learning. If that ratio is higher, we recommend adding an additional teacher for support, or splitting the group into different age groups.

\$30 per teacher, \$20 for a teaching assistant (doesn't prepare their own lesson plan).

Number of teachers required: \_\_\_\_\_ Teacher \_\_\_\_\_ Teaching Assistant

Age range of students: \_\_\_\_\_

Are you aware of any lesson or play content you want us to omit? If so, what?

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Are you aware of any lesson or play content you expect us to cover? If so, what?

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**\*\*Please be aware that certain hands-on activities (stage makeup, costume and or prop building, etc.) may require additional materials to be purchased\*\***

We usually recommend between 1- 1 ½ hours of contact time with students so that we can frame the lesson so that students have time to loosen up at the beginning and decompress at the end.

Dates and Times of Workshop/Residency meeting(s):

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Will there be any dates that we will not meet? (i.e. Spring Break, class trip, etc.)

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Will there be any other adults present? Yes / No

Will they assist in teaching? Yes / No

Will they assist in classroom management? Yes / No

Address where the Workshop/Residency will take place:

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Contact Person for this program: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Is this a cell phone? YES / NO

Email Address: \_\_\_\_\_

Invoicing should be sent to: \_\_\_\_\_

Email copy OF invoice to:  
\_\_\_\_\_

Paper Copy of invoice should be send to:  
\_\_\_\_\_

Invoice should be sent: \_\_\_\_\_ at the end of the month \_\_\_\_\_ at the end of the program

If location is further than 12 miles from Children's Theatre Workshops location at 2417 Collingwood Blvd., we add an additional cost of \$0.50/ mile for gas/drive time for the teacher.

\_\_\_\_\_ (miles to location) x \$0.50 = \_\_\_\_\_

\_\_\_\_\_  
Contact Person

\_\_\_\_\_  
DATE

**Children's Theatre Workshop will use this document to create a contract that will need to be signed by the Main Program contact, and Children's Theatre Workshop before programs can commence.**