

### **Workshop Prep Notes for Sarah Haskell's Mandala Community Weaving**

*Please read the following notes regarding preparing for your upcoming Mandala workshops with Young Audiences artist Sarah Haskell. These preparation notes will ensure a productive, engaging experience for the students.*

- A planning meeting is essential for all workshops and residencies. This can easily be done over the phone.
- Materials, if being supplied by the school, must be prepared as instructed.
- Post-workshop/residency clean up is not the artist's sole responsibility. The artist will assist the school staff, teachers, and volunteers with clean up.
- The assembly and putting-together of the Mandala is a paid activity. If it is not included in the contracted program fees, the school is responsible for this part of the project. The artist will provide support and instructions for assembling the Mandala.
- For a one-day workshop (meaning the artist is there for one day of workshops only), volunteers and any staff participating in the project must arrive one hour early for training. This is *essential* for a one-day workshop. For a longer residency, this training can be briefer. The details of this can be discussed during a planning meeting.
- There is the very slim possibility that a Mandala will not be completed in a one-day workshop. The artist will work to complete the project as contracted, but at times there are factors out of her control that prevent the completion of the project. (For example, if an unforeseen event such as a fire drill interrupts a work session, the project timeline will be affected.) If such a situation occurs, the artist will support and guide staff and parents on how to complete the project, or they can hire the artist for additional time.
- Weaving projects involve a degree of controlled chaos. Art is full of surprises! Be open to what shows up.