

Arts in the Schools

School Request for Presenter

Photocopy this form as needed

Please complete a *separate form for each session*.

Mail to: Minot Area Council of the Arts, PO Box 393, Minot, ND 58702

Fax to: 852-3553

Please submit requests as far in advance as possible with at least two weeks allowed for scheduling. All requests and payments must be made through MACA to provide for centralized program administration, tracking and evaluation. MACA will contact the presenter and confirmation of session date and time will be mailed to you as soon as final arrangements are made. If you have any questions, please call the MACA office at **852-2787** or email ais@minotarts.org

PLEASE PRINT OR TYPE

Date of request...../...../.....

School name..... School phone.....

School address.....

Session requested..... Presenter.....

Fee (*will be billed later*).....

Travel expenses*** (*please call MACA to determine if applicable*).....

Requesting teacher..... Evening phone.....

Email

Grade of students..... Number of students..... Special needs?.....

Preferred presentation dates and times:

(Please indicate several specific options.....for example, any Tuesday PM, last two weeks of March, etc.)

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Principal: Name..... and Signature.....

Scheduling contact: Teacher Principal

Source of funds: District School Parent organization Other.....

We'd love to hear how your session went. You may email comments to us at ais@minotarts.org or fill out a Teacher Evaluation Form available on our website at: www.minotarts.org.