**Make notes about what you observe of the following:**

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| ***How much time was needed for the artist to set up and be ready to deliver the workshop?*** Factor this time into your project planning. |
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| ***Was it necessary to reconfigure the classroom for the workshop?*** If so, how? Will this be an issue moving forward? How much time was needed for the reconfiguration? Factor this time into your project planning. |
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| ***What equipment or materials did the artist bring?*** Do these or other materials need to be stored until the next visit? If so, where can they be kept? |
|  |
| ***Once the workshop began, what did you observe in your students?*** Were they engaged? Did they participate willingly? Were there any barriers to their active participation? What were they? How can they be resolved? |
|  |
| ***How did the artist handle special needs in your class (if applicable)?*** Does this need to be addressed before the next classroom visit? |
|  |
| ***Going forward, what are your questions/comments for the artist?*** |
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