



# MEMO

TO: Potential *Creative Classrooms* Instructors  
FROM: Rebekah Foster  
DATE: December 7, 2007  
RE: *Creative Classrooms* Proposals  
Respond by February 1, 2008

Carnegie Hall's *Creative Classrooms* serve an estimated 6,000 students in over 200 sessions conducted in classrooms across the Greenbrier Valley of West Virginia during each school year! The enclosed application packet provides information for artists who are interested in submitting a *Creative Classrooms* proposal.

Beginning in 2008-2009, selected workshops will be offered for 2 years, allowing Carnegie to publish its Arts and Education Guide on alternate years. We hope this concept will eliminate extra work for Teaching Artists and reduce expense for Carnegie Hall by extending the longevity of the AIE Guide. Amendments to course offerings can be updated annually, and additions/deletions may be considered on a case by case basis.

General parameters for proposals are as follows:

- Proposals must be submitted by February 1, 2008.
- A separate proposal form must be completed for each workshop
- All information on the application form must be completed and submitted with:
  - A current biographical sketch/vita/resume (pick one) on the artist
  - A current photograph of the artist for use in promotional materials
  - Accurate per student materials fee information
  - References to previous proposals will not be considered; i.e. "see last year's proposal" or "same as last year."
- Please photocopy your completed proposal for your records before submitting to Carnegie Hall
- Additional copies of the forms can be downloaded from our website.

Strong proposals will demonstrate the connection between the art form(s) presented and curriculum goals. The West Virginia *Content Standards and Objectives* is available for review on the West Virginia Department of Education website at <http://wvde.state.wv.us/csos>. You are encouraged to also review standards adopted by West Virginia Department of Education at <http://www.21stcenturyskills.org/>. To learn more about the program and the workshops currently being offered, please refer to the *Creative Classrooms* section of the enclosed 2007-2008 Arts in Education Guide. Please contact me via phone at 304.645.7917 or via email at [Foster@carnegiehallwv.com](mailto:Foster@carnegiehallwv.com) with any questions you may have. I look forward to receiving your proposal!

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