

VISITING ARTIST PROGRAMME HANDBOOK



Co-funded by
the European Union



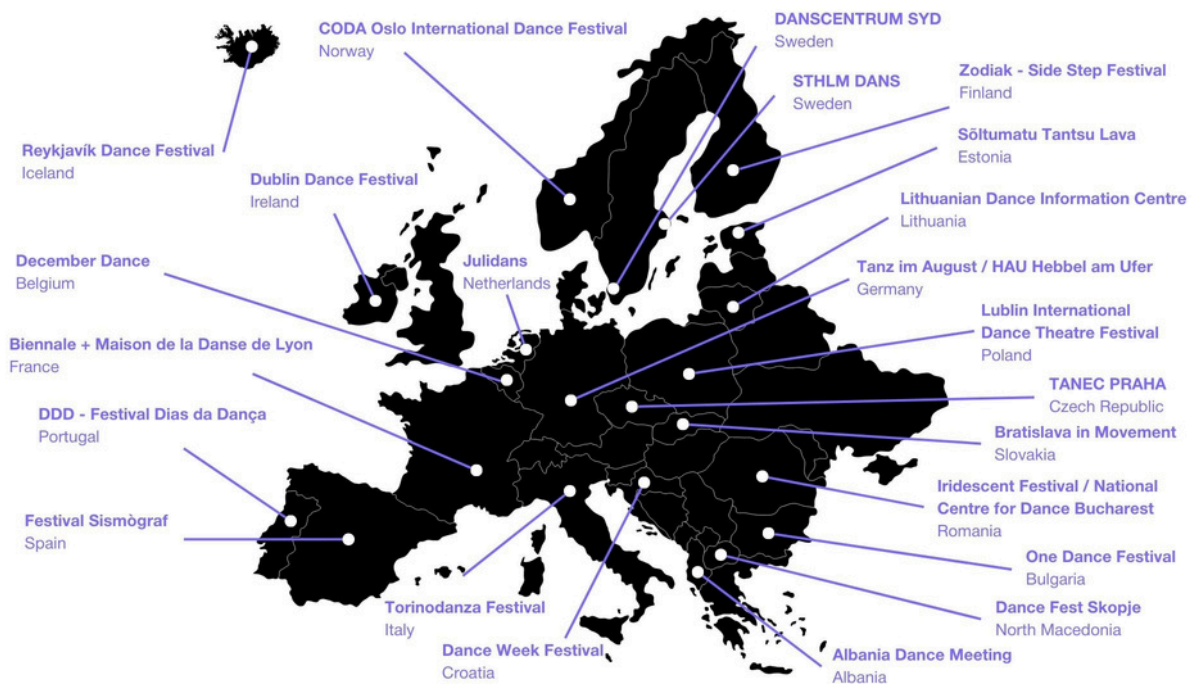
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1. Introduction

The Visiting Artist Programme (VAP) is a 2-year project, co-funded by the Creative Europe Programme of European Union, uniting 23 leading contemporary dance festivals and organisations across Europe. The Visiting Artist Programme is set to foster creative exchange, artistic development, and valuable networking opportunities for early and mid-career dance artists.

The programme offers selected artists the chance to immerse themselves in the vibrant atmosphere of Europe's top dance festivals, with access to performances, masterclasses, discussions, and networking sessions. The encounters are designed to stimulate artistic development, encourage creative exchange, and create valuable networking opportunities for participating artists. By engaging with diverse dance communities, artists can gain inspiration, share ideas, and build connections that will support the growth of their careers.



Having started as an activity within Big Pulse Dance Alliance (2021–2024), the Visiting Artist Programme gained momentum, with additional encounters being scheduled to accommodate the level of interest from partners and artists alike. This success led to 91 artists benefitting from 16 encounters, and the programme being awarded its own Creative Europe funding for a 2-year project (Feb 2025 – Jan 2027). Over the course of the two years, more than 100 artists will benefit from the encounters that will take place at partner festivals. The project also invites collaborating partners to connect and send artists to partner festivals as part of this project.

Drawing on the knowledge and learning, this VAP Handbook has been created to provide practical guidance and best practice, in order for it to act as a tool for organisations planning similar artists group visits aimed at networking and capacity building. The VAP Handbook includes information for both sending and hosting organisations, including: artist selection, contracts, budgets, artist support, programme preparation, logistics, programme, documentation, communication and evaluation.

We hope this Handbook will be a helpful tool for artists and organisations working with artistic exchange.



2. Hosting Festivals

2.1 Provisional Programme Preparation

A good level of communication with the artist and the festival who is receiving / sending is vital, as well as with the Project Coordinator and Management Team. It is also advisable to work with as much advance planning as possible.

Artistic Directors (ADs) should prepare the [provisional programme](#) for the upcoming visit and present this at the relevant AD meeting approximately 6 months before the visit. This information will be used by sending partners to invite /select artists. The schedule can then be refined and finalised at a later date, but ideally no later than 2 months before the visit.

The final schedule should then be circulated to all sending organisations as well as participating artists in an appropriately designed / branded programme booklet ([view example booklet](#)).

Meet the Visiting Artists

Agnija Seiko is a renowned Lithuanian contemporary dance choreographer known for her interdisciplinary approach and innovative use of various art forms. She explores themes of identity, dance, archaeology and time, and creates a unique dialogue between dance and nature. She has created over 40 works, which have been showcased at numerous dance festivals and venues in Lithuania and internationally. Often staging her works in unconventional locations, she challenges traditional concepts of dance and invites the audience to reconsider their relationship with nature. Agnija Seiko also leads the Seiko dance company and the Contemporary Dance Association of Lithuania.

Azucena Moya Morcillo is a multidisciplinary artist whose work explores body practices, ecology, relational geographies, and community art. In 2019, she founded her company, Irregulars, dedicated to contemporary dance and performance in public space. Her passion for walking and cross-disciplinary creation drives her to develop hybrid performative and documentary forms, placing relational aesthetics, body and landscape at the core of her practice. Azucena's interest for public and common spaces led her to do the Master of Art in Public Space at the Fabrik school in Marseille. She also has a strong academic background in the field of philosophy of dance.

Performances

Scorched Earth
Luke Murphy – Attic Projects (Ireland)
Part crime-drama, part psychological thriller, *Scorched Earth* blends dance and theatre to unearth a haunting tale of ambition, power, legacy and the cost of success, inspired by John B. Keane's *The Field*.

MOSH
Rachel Ní Bhraonáin (Ireland)
Is it aggression? Is it dance? Dive into unfiltered chaos of the novel plot in this award-winning show with saucy dirt and live music, uncovering the ritual, of community and the meaning behind its misunderstood subculture.

Schedule

Wed 21 May
12:00 – 12:30 Meet & Greet with Jazmin Chiodi, DDF Artistic Director Abbey Theatre
12:30 – 14:00 Lunchtime Talk with Qodus Onikeku, QDance Company Abbey Theatre
15:00 – 16:30 Somatic Workshop with Irish dance artist, Laura Murphy DanceHouse
19:30 – 21:00 Performance: *Re:INCARNATION* by Qodus Onikeku Abbey Theatre

Thurs 22 May
11:00 – 13:00 Walk & Talk City Centre
15:00 – 16:30 Visiting Artist Sharing with DDF Artistic Director + Venue Visit DanceHouse
19:30 – 21:50 Performance: *Matthew Bourne's Swan Lake* Bord Gáis Energy Theatre

Fri 23 May
13:30 – 15:00 Visiting Artist Sharing with DDF Artistic Director + Venue Visit Project Arts Centre
16:00 – 17:00 Rehearsal: *Scorched Earth* by Luke Murphy Abbey Theatre
19:30 – 20:30 Performance: *MOSH* by Rachel Ní Bhraonáin Project Arts Centre
20:30 – 21:30 Post Show Drink Project Arts Centre
22:00 – late Club Night: *Backstory Dance* by Dónal Dineen The Sugar Club

Access Information
All festival venues are wheelchair accessible. Please let us know if you would like to reserve a wheelchair seat. Details of audio-described (in English language), surtitled and relaxed performances are listed below. For artists who would like to discuss any access needs or requirements, please contact DDF's Access Coordinator, Aislinn, on aislinn@ddf.ie.

2.2 Logistics

The artists or their sending festivals should have the resources to pay for accommodation, transport, per diems and stipend.

Accommodation: The hosting festival should source appropriate accommodation in a partner hotel or hostel with individual rooms. Rooms should be reserved and this information shared with sending partners as soon as possible. Ideally, the selected hotel / hostel will be willing to hold the reservation until arrival as some festivals prefer to pay by bank transfer in advance while others prefer to send the money with the artist to pay on arrival. It is preferable for all artists participating in the programme to stay at the same hotel.

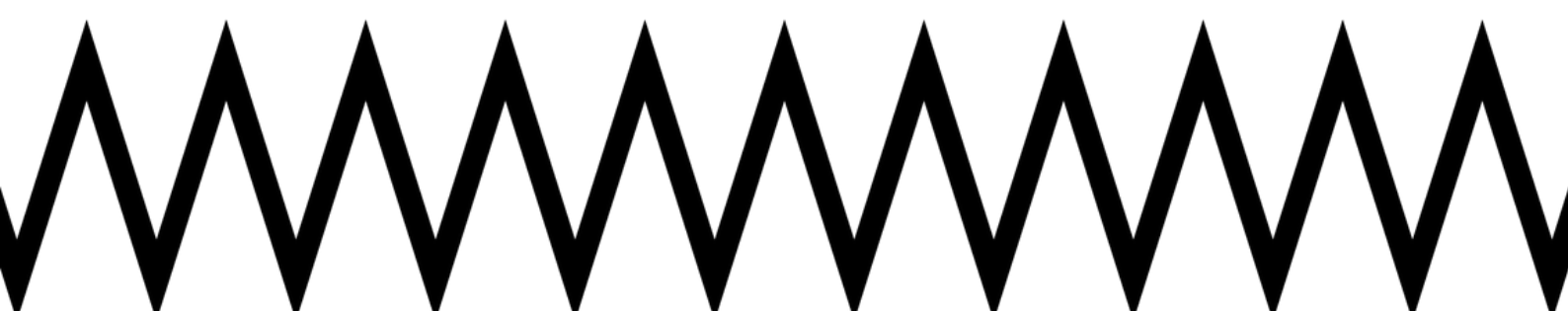
Communication Channels: Both email and WhatsApp have proven to be useful communication channels in the lead up to the visit, while WhatsApp is better for the visiting artists during the encounter. It can be useful to create a WhatsApp group for all artists on an encounter as a means of easy and immediate communication.

Meeting Space: The ideal space for meeting is a rehearsal room with space to do some movement or warm up and a table big enough to accommodate the invited artists, plus approximately 4 more spaces to accommodate additional guests / speakers / facilitators. It is useful to have a projector or a screen with relevant connection cables for laptops available in the room. If possible, it is also recommended to have water / tea / coffee / snacks available.



Tickets: The hosting festival should reserve tickets to all shows included in the schedule for all visiting artists, as well as for VAP liaison (see Section 2.3). It is advisable to reserve one extra ticket per show to accommodate any informal invited guests who may be with the group (more info about that below).

Welcome Pack: Each participating artist should receive a welcome pack. The contents of this will vary from festival to festival but should include a printed copy of the VAPBooklet and a copy of the festival programme / flyer. It may also include items such as a branded bag, maps, festival ID etc. It is recommended that extra copies of the schedule are printed to give to artistic directors of spaces visited, or artists meeting with them or leading workshops. Even if these people received the material in advance, it is handy to have a physical copy during the meeting.



Accessibility: Europe Beyond Access is VAP's associate partner and suggests this process to establish disabled artists' access needs:

- **Step 1:** The sending partner asks for general access information from the artist. Include it in the shared spreadsheet.
- **Step 2.** Once the final schedule for the encounter has been confirmed and shared, the sending partner checks with the artist regarding their access needs in relation to the activities outlined.
- **Step 3.** The host partner appoints an Access Coordinator for the visit, who contacts all artists directly and shares the [Access Passport](#) document with them to ensure all information is in place.
- **Step 4.** The host partner's Access Coordinator uses the [Access Questionnaire](#) to help identify venue barriers to access at the event.
- **Step 5:** The host partner schedules an access briefing meeting with all artists explaining the local situation and ensuring the artists have a better idea of the project activity so they can complete the Access Passport.
- **Step 6.** Offer 1-to-1 meeting if desired.
- **Step 7.** Pre-meeting with interpreters & curators.

2.3 Local Team

The Artistic Director of the receiving festival should be present to welcome the visiting artists on the first day and should ideally participate in at least one of the sessions.

Ideally, there should be a designated VAP liaison within the receiving festival team who will be responsible for coordinating and communicating with all visiting artists. Before arrival, this VAP liaison should be in contact with all artists in order to check all required information and to answer any questions they may have.

This VAP liaison will be responsible for confirming details of all the visiting artists and capturing them in the contacts file. They will also prepare an internal working document with all arrival info for each artist to help prepare the programme file.

The VAP liaison in collaboration with the communications team member of the receiving festival will create the branded VAP Booklet ([example](#)) and share this with the visiting artists at least a week before their travel.

The VAP liaison should also be available throughout the programme to respond to any queries or assistance needed by the artists or the facilitators.



2.4 Production Meetings

Two months before each encounter, the sending and hosting partners meet in a Production Meeting.

The purpose of these Production Meetings is to allow the hosting partner the opportunity to present the final programme and provide all relevant logistical information. It is also an opportunity for sending partners to clarify any questions with regard to practical preparations for the visit, and for communications and documentations requirements to be clarified.

2.5 Final Programme

The final programme should be shared with the visiting artists at least 1 week before travel.

The final VAP Booklet / information pack should include the schedule of activities, bios of all visiting artists, addresses and google map links of all venues and hotels, festival contacts, as well as an introduction text and any other relevant information if desired.

Examples of Visiting Artist Programme information packs:

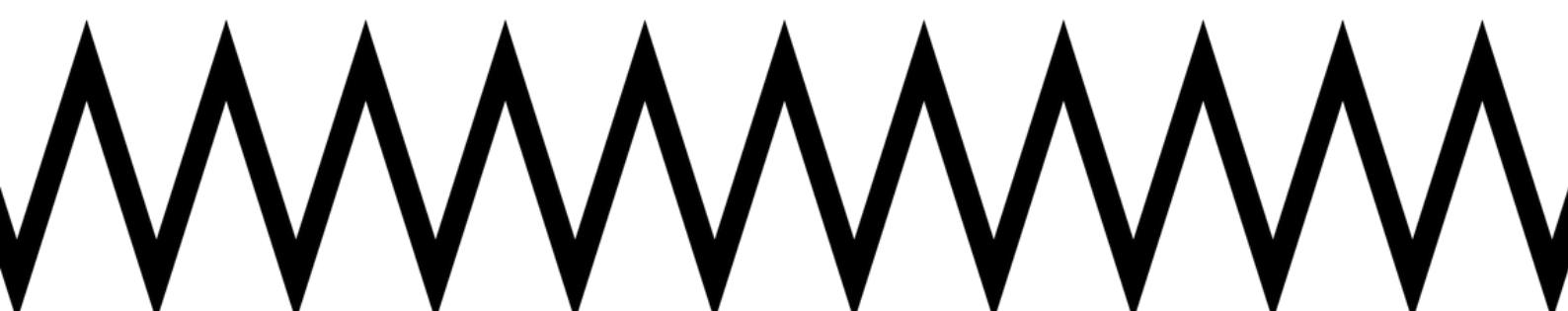
- [Dublin Dance Festival – May 2025](#)
- [One Dance Festival – May 2025](#)

Please note that sometimes it is better to put “TBC” beside the names of some participants, especially if they are artists from the artistic programme coming to the participant-only sessions, as their schedule can change at the last minute.

2.6 Meals and Informal Guests

Allow ample time for meals, and if possible invite other local emerging artists (perhaps those who have been visiting artists or who will be in the future) to join the participants for that meal and the activity before or after.

These informal guests can be good points of connection to the city and can also alleviate a bit of the responsibility of festival team members to provide the participants with information about the city, transport, nightlife, etc. They can also be helpful in guiding the participants between sessions / venues.



2.7 Visiting Artists from Collaborating Partners

All conditions for participating artists should also be applied to receiving artists from a collaborating partner (outside beneficiaries within the project).

A Memorandum of Understanding (MoU) should be signed by a collaborating partner and receiving organisation in which the collaborating partner / sending organisation acknowledges the conditions of participation. The [template](#) of this MoU can be prepared by the VAP Project Manager, approved by the MT and then used by both signing organisations.

2.8 Communication & Documentation

Programme Schedule & Information Pack: The communications staff at the receiving festival will be responsible for creating the final branded information pack. This information pack should follow the VAP brand guidelines.

Examples of Visiting Artist Programme information packs:

- [Dublin Dance Festival – May 2025](#)
- [One Dance Festival – May 2025](#)

A Canva template is available [here](#) to create similar documents for all upcoming VAP encounters. (Note: make a copy of the template before editing).

Website: The bios, headshots and links to website/social media of each participating artist should be uploaded to the website ahead of each visit by the VAP Communications Manager. This information will be taken from the form completed by each sending partner.

Social Media: Regular updates should be shared on the VAP social channels. Content can include: information about partner festivals, upcoming encounters, spotlight on participating artists, wrap videos / photos from past programmes, feedback / reflections from participating artists etc. The communications staff at the receiving festival should create at least 1 social post before / during / after the programme to share on the VAP social channels.

Documentation: The receiving festival will document the project through videography or photography captured by hired professionals, festival team members or volunteers, depending on the resources available to the festival. All imagery and video materials should be shared with all partner festivals involved in the relevant edition of the programme, and should be saved to a shared drive for reporting purposes. Each receiving festival is also encouraged to write a wrap up blog to be shared on the project's website.



In addition, two artists from each visit will be selected (before the relevant encounter begins) and will be offered a small fee to create some form of documentation of their experience of the encounter. This can take the form of a written blog, a video, a photo series or a creative expression – this will be shared on the project's social media channels and on the website. The selection process for these artists will be done in discussion with the artistic directors during the production meeting.

2.9 Evaluation

At the end of each visit, the project management will send an email to all artists requesting (an optional) evaluation. Due to regulations in certain countries regarding bursary artists, this cannot be mandatory, but please encourage the artists to fill it out.

A one-page statement/evaluation from the receiving festival will also be very welcome.

3. Sending Festivals

3.1 Artist Selection

The project defines the criteria by which artists are selected, either through an open call or by invitation, depending on the objectives of the sending organisation. It is recommended that artists selected should be touring nationally and have potential to go international. It's also valuable to share openly with the artists the selection criteria and why they were invited / selected.

Once an artist has been selected, it is important that the sending partner provides the project management and the receiving partner with relevant information about that artist including:

- Preferred name
- Full name and date of birth (as appears in their passport) to be used for hotel / flight reservations etc
- Pronouns
- City where they are based
- Email
- Mobile
- Relevant social media and / or website links
- Portrait photograph for the programme
- Bio with maximum 500 characters
- Any special food, medical or mobility requirements to take into consideration when preparing their visit

This information can be easily collected using an online form which is completed by the sending partner ([Artist Information Form example](#)).

As far as possible, it is advisable that artists are chosen and confirmed at least 2 months before the trip to allow for adequate preparation and reduced air travel costs.

3.2 Types of Contracts

There is no specific requirement for the form that the contract between sending partner and artist should take, as long as the procedure follows legal guidelines in the sending country.

Some partners have given a full bursary to the artists, which normally means there is no tax involved and that the artists manage their funds, while others choose to hire the artists for the assignment (sometimes with an invoice supplied by the artists and sometimes with a contract or agreement). In other cases, some partners prefer to pay for the tickets and the hotel, while others give these tasks to the artists.

3.3 Budget

The budget required for sending an artist to participate at a VAP encounter will vary according to the local costs (accommodation, travel etc) in the country of the receiving festival. Final budgets will need to be confirmed in the lead-up to a specific encounter. The sending partners are responsible for covering the artists costs for travel, accommodation, per diem and daily stipend.

The total duration of the trip can also vary, although it is recommended that a visit should last no less than 3 nights, and that all participating artists stay for the same period.

3.4 Artist Support

The artistic director of the sending partner is responsible for selecting the artist to be sent and for talking through the process with the invited artist. The AD, or someone from their organisation, is also responsible for collecting the information needed from the artist and checking in with them regarding the preparation for the trip: if they have their hotel sorted, their tickets purchased, any special needs, etc.

Should the artist have any special needs requiring extra budgets, sending and receiving festivals should meet with the Project Manager to discuss how that can be met between the sending partner's budget, the project's common wallet and the receiving festival.

3.5 Evaluation

At the end of each visit, the project management will send an email to all artists requesting (an optional) [evaluation](#). While this cannot be obligatory in order to comply with bursary regulations in some countries, artists should be encouraged to fill it out as it will offer valuable insights to the project team.

A one-page statement/evaluation from the receiving festival will also be very welcome.

When preparing to receive and send artists, it is worth reading the comments of the previous participants and their evaluation statistics so these can be taken into account.

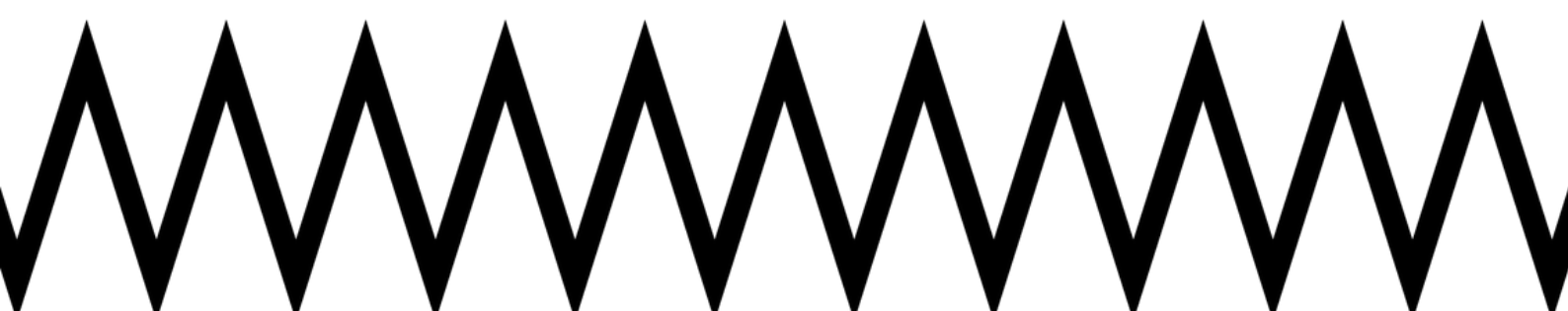
4.2 Planning Calendar

The planning calendar is used to schedule all encounters throughout the project lifespan and keep track of the number of artists schedule to attend, as well as the tally of artists each partner indicated they would be sending during the project and how many have been sent to date. This document is essential for ensuring that targets can be tracked, with a view to ensuring overall project targets are met.

- [Planning Calendar Template](#)

BEN01	BEN02	BEN03	BEN04	BEN05	BEN06	BEN07	BEN08	BEN09
3	3	3	5	2	3	4	2	1
2	1	1	2	1	2	2	1	0
1	2	2	3	1	1	2	1	1
1	0	1	1	0	0	0	0	0
0	1	0	1	0	0	0	1	0
1	0	0	0	0	0	0	0	0
0	0	0	0	1	1	1	0	0
0	0	0	0	0	1	1	0	0

PLANNING CALENDAR				TOTALS		
YEAR	PERIOD	HOSTING FESTIVAL	dates	maximum number of artists received	Total free	Total allocated
				153	26	12
					declared to EU >>	allocated >>
					14	balance to allocate >>
2025	Spring	First Festival (Country)	Date – Date, Month	8	5	3
2025	Summer	Another Festival (Country)	Date – Date, Month	6	3	3
2025	Summer	Summer Festival (Country)	Date – Date, Month	8	7	1
2025	Summer	No Name Festival (Country)	Date – Date, Month	5	2	3
2025	Summer	That Other Festival (Country)	Date – Date, Month	8	6	2
				8	8	0
				8	8	0
				8	8	0
				8	8	0
				8	8	0
				8	8	0
				8	8	0
				8	8	0
				8	8	0
				6	6	0
				8	8	0

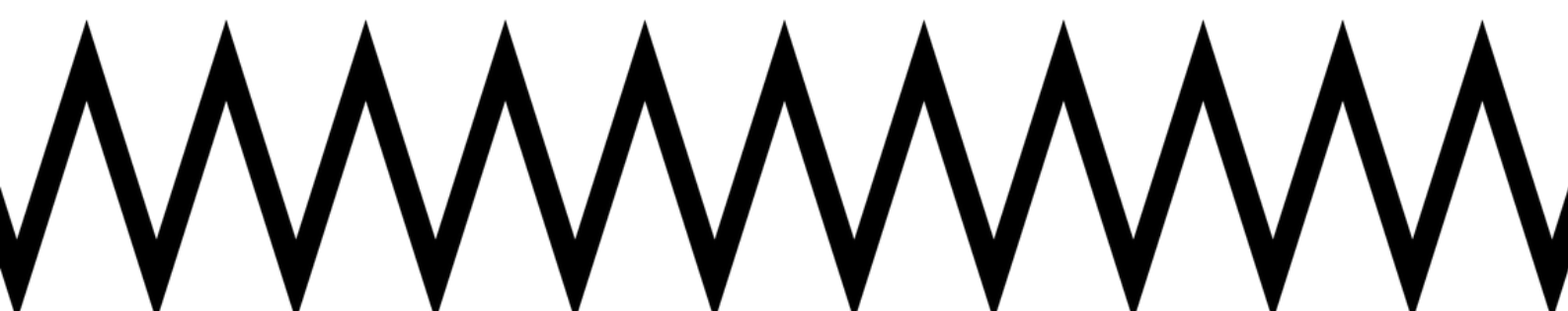


4.3 Contact List

Maintaining an accurate and up-to-date contact list is essential to ensure that there is clear communication between all partners. The contact list template captures all relevant info including the partner/beneficiary number, name, role and contact details as well as an area to select which of the regular project meetings an individual should be invited to. There is also space to add a secondary email address should this be needed for access to a shared folder such as Google Drive

- [Contact List Template](#)

CONTACT LIST						INVITE TO:					
Partner	Partner	Type of contact	Name	Email	Phone	AD Directors Meeting	PT Production meeting	CM Comms Team Meeting	AT Administrators Meeting	UIT Ukrainian Information Team meetings	Email for drive use (if different)
BEN01						<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
BEN01						<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
BEN01						<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
BEN01						<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
BEN01						<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
BEN02						<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
BEN02						<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
BEN02						<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
BEN02						<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
BEN02						<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
BEN02						<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
BEN02						<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
BEN02						<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
BEN03						<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
BEN03						<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	



4.4 Hosting Form

It is useful to send a preliminary form to hosting partners where they can supply some basic information about their upcoming programme. This will be used to update the project website and also as a basis for the presentation in the upcoming Artistic Directors meeting. For Visiting Artist Programme, these took the form of Google Forms.

- [Hosting Form Example](#)

The image shows two screenshots of a Google Form titled "VAP HOST FORM" for the "VISITING ARTIST PROGRAMME".

The left screenshot shows the top part of the form, including the title, a greeting, instructions, and several text input fields for "Email", "Name of your organisation/festival?", "Dates for VAP visit", "Artistic Director", and "Webpage".

The right screenshot shows the bottom part of the form, including a "Presentation of festival" field, a file upload section for a "landscape picture", a "Description of VAP Program" field, an "Artist profile" field, a "Practical information" field, a "Local Per diem in EUR" field, a "Are you able to host disabled artists?" field with radio buttons for "Yes" and "No", and a "Tags applicable to your program" field. It ends with a "THANK YOU!" message and the "VISITING ARTIST PROGRAMME" logo.

4.5 Sending Artist Form

The sending artist form is completed by all partners and collaborating partners to offer an initial preference regarding which encounters they wish to send their selected artists to. This helps with overall planning so that the Project Manager can begin allocating artists in the Planning Calendar (see 4.2).

- [Sending Artist Form Example](#)

VISITING ARTIST PROGRAMME

VAP SENDING ARTIST FORM

B I U OD T

Dear Partners and Collaborators,

please make your selection of festivals you would like to send artists to.

Deadline DATE

Email *


Valid email address

This form is collecting email addresses. [Change settings](#)

Name of your organisation/festival? *

1. BEN21
2. BEN22
3. BEN23
4. BEN24
5. BEN25
6. BEN26
7. BEN27
8. BEN28
9. BEN29
10. BEN10
11. BEN11
12. BEN12
13. BEN13
14. BEN14
15. BEN15
16. BEN16

WHERE WOULD YOU PREFER TO SEND YOUR ARTISTS TO?



ARTIST ONE:
Please put the priorities 1, 2 or 3 for the festivals for this artist:

	1st choice	2nd choice	3rd choice
VAP1	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
VAP2	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
VAP3	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
VAP4	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
VAP5	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

ARTIST TWO:
Please put the priorities 1, 2 or 3 for the festivals for this artist:

	1st choice	2nd choice	3rd choice
VAP1	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
VAP2	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
VAP3	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
VAP4	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
VAP5	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

ARTIST THREE:
Please put the priorities 1, 2 or 3 for the festivals for this artist:

	1st choice	2nd choice	3rd choice
VAP1	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
VAP2	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
VAP3	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
VAP4	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
VAP5	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

4.6 Artist Information Form

Each sending partner is required to complete an artist information form in order to collect relevant information for the hosting festival as well as for communications and promotion of their participation. This should be completed following the Production Meeting for the relevant encounter.

- [Artist Information Form Example](#)

The image shows a screenshot of the 'Artist Information Form' interface. On the left is a sidebar with the 'VISITING ARTIST PROGRAMME' logo and the title 'ARTIST FORM'. The main form area contains several sections:

- Full name of artist as stated in passport ***: Short answer text field.
- Artist date of birth ***: Day, month, year field with a calendar icon.
- Artist pronouns ***: Radio button options for She/Her, He/Him, and They/Them.
- Artist city and country of residence ***: Short answer text field.
- Artist email ***: Short answer text field.
- Artist mobile number ***: Short answer text field.
- Artist website**: Short answer text field.
- Artist social media**: Short answer text field.
- Artist social media**: Short answer text field.
- Portrait photograph**: Field for naming the picture with artist and photographer credit, including an 'Add File' button and a 'View folder' link.
- Artist bio**: Maximum 500 characters, long answer text field.
- Artist dietary requirements ***: Short answer text field.
- Artist medical information ***: Short answer text field.
- Artist mobility requirements ***: Long answer text field.
- Is there any other relevant information to share with the hosting festival?**: Long answer text field.
- Thank you!**: Footer area with the 'VISITING ARTIST PROGRAMME' logo and the 'Co-Branded by the European Union' logo.

4.7 Artist Evaluation Form

The feedback from the participating artists is invaluable in planning and preparing for future encounters. An artist evaluation form should be sent out to all participating artists following a visit. As previously noted, completing an evaluation form cannot be compulsory due to funding regulations in certain countries, but artists should be encouraged to complete the form.

- [Artist Evaluation Example](#)

BEFORE THE TRAVEL

How much did you know about the Visiting Artist Programme before deciding/app to participate in the programme?

Long answer text

Did you apply to participate via an Open call? *

Yes
 No

How satisfied were you with the information you received from the sending organisation prior to your travel?

0 1 2 3 4 5

Not at all

How satisfied were you with the information you received from the festival receipt you prior to your travel?

0 1 2 3 4 5

Not at all

Did you have to advance money for travel and accommodation expenses and then refund?

Yes
 No

Is there anything you would like to add related to the points above or about the preparations before your travel?

DURING THE VISIT

Did your programme activities include an ARTISTIC PROGRAMME? *

Yes
 No

If YES, how relevant / useful was this for your practice?

0 1 2 3 4 5

Not at all

Did your programme activities include a MEETINGS WITH CURATORS? *

Yes
 No

If YES, how relevant / useful were these for your practice?

0 1 2 3 4 5

Not at all

Did your programme activities include a VISITS TO SPACES? *

Yes
 No

If YES, how relevant / useful were these for your practice?

0 1 2 3 4 5

AFTER THE VISIT

Do you think the experience has opened new opportunities and development of your activities and practices? *

0 1 2 3 4 5

Not at all Yes, very much

Do you feel the experience has connected you with the local scene and may lead to a greater connection to the city visited? *

0 1 2 3 4 5

Not at all Yes, very much

Do you feel that the experience has given you a better understanding of the contemporary dance sector in Europe and may help your strategic development within the continent? *

0 1 2 3 4 5

Not at all Yes, very much

Would you participate again if invited? *

Yes
 No

4.8 Sending Partner Evaluation Form

Following each encounter, sending partners are asked to complete an evaluation form in order to identify areas for improvement in terms of logistics, budget etc.

- [Sending Partner Evaluation Example](#)

VISITING ARTIST PROGRAMME

SENDING PARTNER EVALUATION FORM

Thank you very much for sending an artist to the Visiting Artist Programme!

Please fill out this evaluation form as part of our report.

Email *

Valid email address

This form is collecting email addresses. [Change settings](#)

Sending partner *

1. BEN01
2. BEN02
3. BEN03
4. BEN04
5. BEN05
6. BEN06
7. BEN07
8. BEN08
9. BEN09
10. BEN10

PARTICIPATING ARTIST INFO

Is the participant a disabled artist? *

Yes

No

Did the artist travel with a green top up? *

Yes

No

Is the artist Ukrainian? *

Yes

No

VAP BUDGET

Was your expenditure in line with the budget? *

Yes

No

Please add any comments on the above

Long-answer text

4.9 Hosting Partner Evaluation Form

Similarly to the sending partner evaluation form, the hosting partner is also requested to offer insight into what worked well and what can be improved in order for encounters to be optimised.

- [Hosting Partner Evaluation Example](#)

The image displays several overlapping screenshots of the Hosting Partner Evaluation Form. The visible sections include:

- PARTICIPATING ARTIST INFO:** Contains fields for "Number of participating artists", "Number of disabled participating artists", "Estimated number of artistic directors and programmers", and "Estimated number of local artists engaged in the VAP activities". Each field is followed by a "Short-answer text" input area.
- INFO ABOUT PROGRAMME:** Features a decorative zigzag line at the top. Below it is a question: "Did your VAP schedule include any of the following topics (select all that apply)?" with radio button options for Diversity, Sustainability, Accessibility, and None of the above. This is followed by a "Please list the titles of the events related to the above." section with a "Long answer text" input area.
- VAP BUDGET:** Starts with another decorative zigzag line. It includes the question "Was your expenditure in line with the budget?" with radio button options for Yes and No. Below this is a "Please add any comment on the above" section with a "Long answer text" input area. It also has an "Image title" field with a "Long answer text" input area and a "Please add any feedback relating to the experience and the value of the VAP encounter from your perspective" section with a "Long answer text" input area.
- Thank you!:** The bottom section of the form, featuring the "VISITING ARTIST PROGRAMME" logo and the European Union logo with the text "Co-funded by the European Union".