

Your Keys to Success

Below you will find what you can expect when working with Keynote Arts as well as elements for planning your successful Keynote experience.

- 1. Visit the Keynote website to gain more insight on events.** Congratulations! You have successfully completed step one of planning your successful Keynote experience!
- 2. Don't forget your administration in your planning.** They not only can be a great support to you and your group, but you will be required to have their approval when signing a participation agreement with Keynote Arts. It is also helpful to determine if the school or organization has a list of approved vendors that you may be required to use for things such as transportation, air travel, *etc.*
- 3. Plan well-organized informative parent and booster meetings.** Building parent support is a must. Keynote can provide many useful tools that will assist you in this most important step. Please contact your Keynote representative to learn how we can make this often daunting task easier!
- 4. Clarify roles and responsibilities.** Keynote Arts has a responsibility to work only with the director of a group. If parents call Keynote for information regarding your participation in an event, we will kindly refer them back to you, as the director. Often, groups choose to designate a trusted individual to assist a director with forms, payment, or other tasks. Keynote is happy to include specific individuals, subject to director approval, in the communication process.
- 5. Due dates and payments.** Upon acceptance to a Keynote event, you will receive a director's notebook that, among other things, will provide you with a payment schedule. This binder will also include other important forms that will need to be completed and returned to Keynote. To easily meet these deadlines, we suggest setting your own clear expectations for receiving information and payments with your students and parents.
- 6. Keep lines of communication open.** During the planning process, your Keynote representatives will be contacting you often. We will strive to understand your unique schedule and demands and will always try to reach you at a convenient time and in a convenient manner. Please do not hesitate to contact us at any time to address whatever question or concern you may have.