

SPARKIN' ART

Participant Registration

So, you've balanced your budget, planned your program, and set your schedule. Now it's time to get some participants registered!

Registration can be done in many ways -- via emails, Eventbrite and other ticketing systems, and online surveys. For Sparkin' Art, we used Google Forms, which can consolidate the data from your registrations into spreadsheets and graphs, and send you an email every time someone submits.

You can think of a registration form (or email, or ticket page) as a "getting to know you" space, as if you're meeting someone new and seeing if you can become friends.

When you first meet someone, it's a good idea to introduce yourself and what your interests are, so be sure to include a brief summary of your program contents, goals, and schedule at the start of your registration area.

Making friends is a two-way street, of course, so you'll probably want to learn more about their...

1. Name
2. Pronouns
3. What you have in common, and
4. How you can keep in touch/what kind of technology they are able to use to participate

While the first 2 points may sound self-explanatory, it's important to remember that people may use different names or pronouns on different days or in different spaces. That's why it's always good to check back in throughout the program and before releasing any information about your participants online to ensure that they're being referred to in a way that they're comfortable with.

For #3, you may want to ask a number of questions pertaining to the goals of your program. This can look like what type of art or creative activities they enjoy or have experience in, how they might want to collaborate on artistic projects, and what some of their personal goals are. In these questions you really want to gauge not only if they would be a good fit for the program, but also if the program is a good fit for them! We also want to make sure that we are getting a variety of people involved so that we have a broad range of talents and contributions. We do not just want people who can perform, we also want people who are able to do production, or write, or sing, etcetera - the list goes on!

For #4 you want to provide a wide range of options for getting in touch with them & having them participate in the program! It is important to consider the fact that people have access to a wide variety of different technologies, programs, and devices. And people are also familiar with different programs. Having questions that ask them how they are able to access the internet, what kind of technology they use, as well as what softwares they are familiar with, allows you to

be aware of what each participant is working with so you can meet them where they're at. Additionally, asking them how they would like to be contacted & communicate with you, ensures their comfort as well as clarity around what the best ways to get in touch with them are. This can be for the purposes of discussing their application with them, and for communicating with them during the duration of the program itself!