

# Hosting Guidelines

## *Mosaics of Marks, Words, Material Exhibition + Atelier (Mosaics)*

### OVERALL OBJECTIVE

NAREA's management of *Mosaic*, on behalf of Reggio Children and *Istituzione*, aims to make it widely available to North American host communities seeking to deepen Reggio-inspired work.

### COLLABORATIVE RELATIONSHIP BETWEEN NAREA, REGGIO CHILDREN, & HOST COMMUNITIES

Each host community enters a contractual relationship with NAREA that is based on NAREA's contractual relationship with Reggio Children. NAREA is the point of reference for host requests, questions, and concerns. To facilitate communication with NAREA, one contact person representing the host community is designated by the host community. We recognize that collaborating from afar is not easy. We strive to offer a calm, steady, experienced perspective so that the work of local communities is enhanced. Prior to receiving the exhibition, the whole of the host working group participates in a virtual professional learning centered on *Mosaic*, required by Reggio Children.

### PROFESSIONAL LEARNING

Hosts have ideas for the many ways the presence of the exhibition + *atelier* will contribute to their community. Professional learning projections are developed in collaboration with NAREA who maintains a close coordination with Reggio Children. Projections might evolve over the hosting period in which case host shares updates with NAREA. Reggio Children and NAREA are recognized as partners at each professional learning initiative. Some hosts collaborate with NAREA and Reggio Children to plan and organize a NAREA conference, which includes the presence of Reggio Children representatives. A no-cost or low-cost conference venue, near the exhibition + *atelier*, with a capacity of 250+ is ideal.

### HOST SUPPORT DOCUMENTS

All support documents are maintained on the Exhibition Host page of the NAREA website for easy reference.

### CONTRACT & INSURANCE

- A legal entity in your community will sign a contract with NAREA that outlines responsibilities.
- At the time of contract signing, host chooses to pay 50% of the \$28,000 rental fee, with the remaining 50% due 60 days after receiving the exhibition and *atelier*, OR the full rental fee. Exhibition is insured for \$50,000.
- A signed contract and proper insurance certificate are necessary before the exhibition can be shipped.

### FUNDRAISING & BUDGET

A realistic budget is essential and is unique by host. Exhibition budgets can include, among other items: exhibition rental, insurance, shipping, venue, security, promotion, installation/deinstallation, repairs, *atelier* materials.

### VENUE & LAYOUT

- Host is responsible for providing an approved venue for the exhibition and interactive *atelier*. The venue offers free admission to the exhibition. The minimum venue size is ~1,500 square feet with electrical service; however, large, aesthetically interesting atriums, galleries, or museum spaces are ideal for welcoming large groups.
- Host's venue proposal to NAREA includes:
  - » A narrative with comprehensive information about the desired venue and surrounding community (including security, distance from possible conference venue, hotels, and airport), and
  - » Detailed architectural drawing or blueprint (including dimensions; square footage; location of electrical outlets, windows, and doors, and ceiling height), and photographs (including ceiling).
- Reggio Children will design a layout specific to host's venue.

### EXHIBITION + ATELIER

- The exhibition is contained in 3 crates consisting of (21) panels and (5) Smart LED TVs/stands.
- Host community resources and designs, at their own expense, an interactive *atelier* to be used for professional learning in the host community, providing all the necessary materials. These materials remain host's property.
- The *atelier* overview document from Reggio Children contains a list of consumable materials to purchase or borrow.

NAREA will provide a list of consumable materials to purchase or borrow for the *atelier* (~\$1,500).

- When Reggio Children deems it, an educator from Reggio Children will work with NAREA and the host working group to set up or adjust the interactive *atelier* either in-person or virtually.

## RECEIVING

- Host will coordinate with NAREA to define logistical details for receiving and unloading the exhibition.
- Shipping costs for receiving the exhibition are paid by the previous host.
- Ideally, the moving truck has a power liftgate to unload the crates and the venue has a loading dock and a forklift or pallet jack to receive them.
  - » Crate 1 [Tech & Materials]: 48 x 48 x 26 inches | 260 pounds
  - » Crate 2 [Tech & Materials]: 48 x 48 x 28 inches | 250 pounds
  - » Crate 3 [Panels]: 96 x 48 x 15 inches | 325 pounds

## CONDITION UPDATES

- Upon arrival of the exhibition crate, host submits a condition report with photographs to NAREA, noting any damage or concerns with the crate.
- Soon after installation, host submits photographs of the exhibition and *atelier*, noting any damage or concerns.
- Prior to shipping to next venue, host prepares an exhibition condition report with photographs and submits to NAREA, noting any damage incurred during the hosting period.

## EXHIBITION HANDLING

- Host installs the exhibition in accordance with instructions provided by Reggio Children and NAREA.
- Exhibition installation time is approximately 6-8 hours.
- Grommets panels may be hung with fishing line attached to ceiling, or on hooks attached to walls.

## SHIPPING & STORAGE

- Host deinstalls the exhibition in accordance with instructions provided by Reggio Children and NAREA and ships the crates to the subsequent venue via licensed moving company approved by NAREA.
- Host is responsible for payment of all shipping costs to the next host, including loading and related insurance costs.
- If it is necessary to store the exhibition before or after a hosting period, host will coordinate with NAREA.

## PROMOTION & MARKETING

- Reggio Children requests that hosts do not design promotional material.
- Upon request, NAREA will provide designs for these promotional materials: flyer (8.5" x 11"), poster (11" x 17"), social media promotion (600 pixels x 600 pixels), and Vistaprint retractable banner (33" x 81").
- Host is responsible for all expenses related to the production of promotional materials by the host community. All promotional materials are to be approved by NAREA.
- NAREA will promote the *Mosaic* exhibition and *atelier* through e-newsletters, social media, and *Innovations*. Hosts will receive requests from NAREA for information and photographs for such purposes.
- All material produced by the host and press reviews with articles and videos related to the exhibition that appear on local, national, and/or international media will be shared with NAREA.

## REPORTING

Following the hosting period, host submits a final narrative and photographic characterization of their experience, including professional learning initiatives, sponsors, and community engagement, for example.

## GENERAL

The use of the exhibition + *atelier* is intended to benefit local and/or regional communities. NAREA is available to offer information and/or recommendations throughout the process.

## TIMELINE GUIDANCE

- Six to twelve months prior: a local, collaborative working group forms, and venue proposal is submitted.
- Three to six months prior: contract finalized, deposit and PD proposal are submitted.
- Two to three months: insurance certificate is submitted, details for receiving the exhibition are finalized.
- Within three months of the closing of the exhibition, a final report is submitted.