

Starter Guide

Assessment Starter Guide

Introductions

Meet and get to know the new participant (artist or community partner).
Tailor questions as appropriate.

For All:

- What brought you to In Progress?
- What are your goals for working with the studio?

For Artists:

- How did you get interested in media arts?
- What are your inspirations?
- What hobbies or creative practices do you have?

For Community Partners:

- Why is In Progress a good fit for your community engagement work?
 - What community do you plan to engage?
 - What is your tentative timeline for engagement?
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Tour the Space

Walk through the full studio and review:

- Names and uses of each room
 - Trash and cleaning expectations
 - Food policies (where allowed/not allowed)
 - Security: cameras, locks, general expectations
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Assessment Steps

This process may take time; prompt for detail where needed.

Core Steps

- Walk through the in [progress website](#)
 - Provide overview of [studio access process](#)
 - Complete [studio user agreement](#)
 - Complete the [studio door code agreement](#)
 - Provide overview of equipment access and requirements
 - Artists: full review + mentor-supported approval
 - Community Partners: limited access unless applying to Collective Program
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Create a Web Profile

Provide an overview of In Progress's [artist index](#).

Share **web profile** form that users will complete independently. Inform users that an independent artist will review their submitted profile and use A.I. to create a uniform format that aligns with other biographies. The user may request any needed changes by sending an email to info@in-progress.org.

Participants should provide:

- Biography (background + creative history)
 - Qualifications (experience, education, exposure)
 - Skills (technical/software competencies)
 - Links (email, website, social media, work samples)
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Additional Requirements just for Artists

- Complete [Artist Assessment Form](#)

Additional Requirements just for Community Partners:

Before Event:

- review [reservation calendar](#)
- [reserve space](#)
- complete the [activity booking form](#)

After Event:

- complete [activity summary](#)
 - Complete [social media post](#)
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Review Next Steps

Explain clearly in follow-up communication:

- What happens next
- Inclusion of important links and profile requirements
- Who will be in contact

Artists:

- If no mentor contact within ~1 week → follow up with coordinator

Community Partners:

- Reinforce booking + reporting responsibilities
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Follow Up

Social Media Posting (All)

Purpose is for the assessor to Introduce participants to the In Progress community.

Post must include:

- What brought them to In Progress
- 1–2 goals
- A photo

Submit via: [social media link](#)

2. Connection + Communication

Artists:

- Connect mentee with initial mentor
- Send email (cc: Kris + mentor + mentee)
- Structure:
 - 5 hours of contact time approved with assigned mentor
 - Pause + reassess goals – mentors should reach out to Kris for extensions or handoffs to new mentors.

Community Partners:

- Send follow-up email (cc: Kris) including:
 - [web profile form](#)
 - [studio access rules](#)
 - [studio access tutorial](#)

About Assessments

1. About Assessments

- a. The purpose of collecting this information is to provide our funders with insight into the demographics of those we serve. This data is accessible only to administrators. Please note that sharing this information is entirely optional, and individuals should only provide details they feel comfortable disclosing.
- b. As you fill out mentor information, you need to inform them about how they start off with five hours/sessions with their mentor. Their mentor should do a check-in and decide whether to move forward, do self study, or pair with a new mentor.

2. New artists and community members begin by filling out a general interest form on our website through [The Collective](#).

- a. They select a date and time from our available slots on YouCanBookMe. Once a slot is chosen, our team receives an email notification.
- b. Each coordinator has a set schedule so everyone will review the booking times/dates and determine whether to follow up based on it. If proceeding, the designated artist coordinator will [email](#) the potentially new IP member to confirm their booking and introduce themselves.

If you have not already, please add your availability to our You Can Book Me calendar.

[You Can Book Me](#)

soren@in-progress.org

Ginger2020!