



## **5.4 COMMISSIONER CHECKLIST**

### **Artistic intention and Professionalism**

Have you offered the artists you are working with the appropriate training and support for your project?

How will you decide on the right artist to commission?

### **Relevant and Inclusive**

How is the project you are commissioning relevant to the participants you want to reach?

What do you need to do to make the project as inclusive as possible? What does inclusive mean in your project?

### **Inspiring, Challenging and Engaging**

What are the key objectives for the project you are commissioning?

How will you support artists to inspire, engage and challenge in your project?

### **Purposeful, active, hands on and reflective**

Have you discussed your expectations for the process and the outcome with the commissioned artists?

How will you celebrate and value what is created in your project?

### **Suitably situated and resourced**

Have you considered how much time is needed to properly prepare for this project and build relationships as well as to deliver the project?

Have you considered the staffing that the project needs?

### **Collaboratively planned, evaluated and safe**

Have you planned the project collaboratively with all stakeholders?

Have you built reflection and evaluation time into the schedule?

### **Participant centred**

Have you considered the needs of the participants?

How will you support the participants through the project?

### **Focus on participant progression**

Have you considered what will happen to participants after the project is over?

Can you signpost participants to other projects or support further work?

### **Shared responsibility and ownership**

Have all stakeholders come together to discuss the project?

Is everyone clear what their role and influence over the project is?