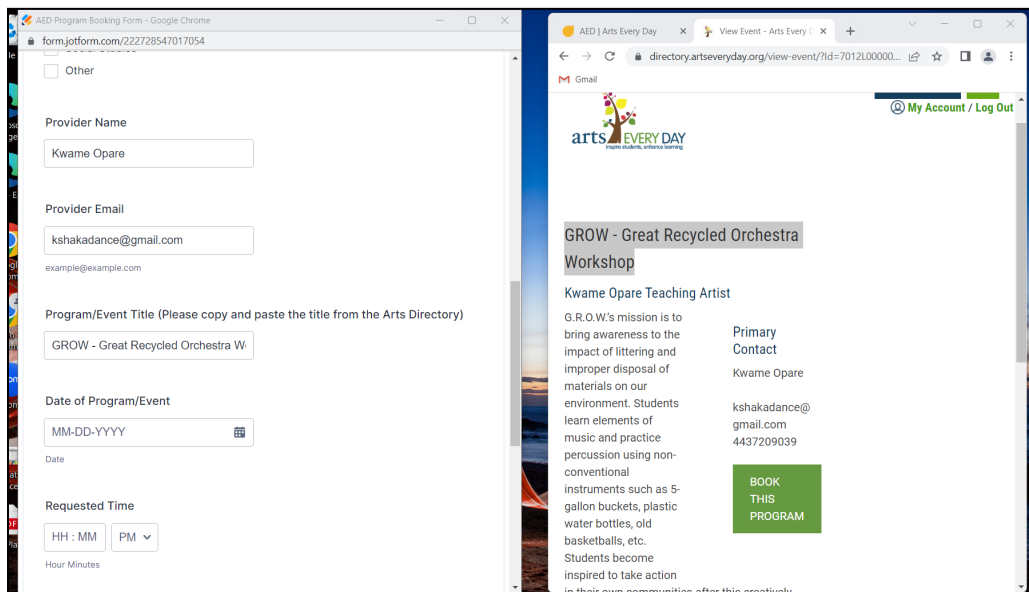


Use the following guide to help you book programs using your Arts Every Day grant funding.

1. Log into your school's account by clicking "Partner School Log In" in the top right corner of [our site](#).
 - a. *Note—for most schools, the account page will be blank! We apologize for this; please know we are working to fix it!*
2. Using your completed Funding Plan as a guide, search the directory for the programs you would like to book.
3. Press the green booking button to open the booking form in a new window.



4. Copy and paste the information from the program directly into this form and fill out the required fields with information about your desired booking. **note—copy and pasting provider name, email, and program titles helps ensure bookings show up accurately in our system!*



5. Click the "Book Program/Event" button at the bottom of EVERY completed form to send a copy of this booking request to the provider.
6. **You should hear back from the provider within 72 hours. If you do not hear back from the provider, we encourage you to reach out to them directly using the contact information listed on their directory page.**

- a. If you need support in contacting a provider, we are happy to help. Email me at sam@artseveryday.org
7. Once you and the provider have discussed and agreed upon logistics, the provider will send you an invoice.
8. **After the invoice is approved by your school, email it to me at sam@artseveryday.org for processing and payment through Arts Every Day.**
9. All approved invoices will be tracked through each school's grant funding spreadsheet, linked in your funding release email from sam@artseveryday.org.

Notes on booking:

- **Booking transportation**
 - In the past, Arts Every Day has occasionally booked buses for schools. However, given that schools will be the ones directly interacting with the bus company the day of the trip and managing trip logistics, **we are asking that schools book their own buses by reaching out to one of the AED-approved bus companies** (Woodlawn Motor Coach - Citywide - Fleming Transportation Corp. - Durham Bus Services)
 - Follow the above steps to book the directory item "[AED-Funded Transportation for Arts Every Day Schools](#)" and forward the school-approved bus company invoice to sam@artseveryday.org for processing and payment
- **Grant spending deadline**
 - In order to adhere to district budget timelines, we are requiring all grant funding to be spent by May 15, 2023.
 - Programs can be booked for after this date, but invoices need to be received for processing by this time.