



In-School Workshop

Frequently Asked Questions (FAQ)

Information to have on hand when scheduling an In-School Workshop.

- To ensure that your students have a successful workshop experience, please be prepared to provide the following information to a School Programs Representative:
 - The name and phone number of the individual who will greet the Apollo Teaching Artist upon arrival.
 - Your site's technology capabilities (ex. speakers, SMART Boards, etc.)
 - The availability of basic workshop materials on-site (ex. Markers, chart paper)

How many students can attend one workshop?

- In-School Workshops are limited to 30 students at a time. It is not possible to hold a workshop for an auditorium full of students.

How can I pay for my workshop?

- We accept credit cards or New York City Department of Education Purchase Orders for workshop payment. Once we have confirmed your workshop you will receive an email with a link to pay by credit card and/or a link where you can submit your New York City Department of Education Purchase Order.
- Full payment or a purchase order is due at least three weeks before your scheduled In-School Workshop. Due to high demand, if full payment or a purchase order is not received by the payment due date, The Apollo reserves the right to cancel your In-School Workshop reservation.
- ***The Apollo is a New York City Board of Education Vendor, our number is: 133630066***

Classroom Teacher Responsibilities and Guidelines

- Apollo Teaching Artists are accustomed to a co-teaching model. The Teaching Artist actively teaches while the classroom teacher assists, and gives individual help as needed.
- The classroom teacher is responsible for any disruptive behavior of students while our Teaching Artist is conducting a workshop.