

**NATIONAL ASSOCIATION OF SCHOOLS OF THEATRE**  
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## **CONSULTATIVE VISITS**

### **Purposes**

1. To assist institutions planning to apply for NAST Membership by providing an analysis of their current operations and an explanation of NAST standards.
2. To assist member institutions and others who may benefit from outside counsel in conducting a self-evaluation.
3. To assist institutions in evaluating the need, resources, and curricula for new programs.
4. To assist institutions with issues, evaluations, and projects related to program development.

### **Procedures**

1. The institution requests in writing from the Executive Director of NAST the names of consultants indicating the specific purpose, nature, and scope of the consultation, and the time period it is intended to take place.
2. The Executive Director of NAST sends to the institution a list of individuals trained by NAST who can fulfill the requests and requirements of the institution.
3. The institution notifies the Executive Director of NAST of its order of preference for consultant.
4. The Executive Director of NAST contacts the institution's preferred consultant, who, if available, then contacts the institution to arrange mutually convenient dates for the visit.
5. The consultant visits the institution, usually in increments of a day. A program of work is planned to meet the needs of the institution. Normally, the consultant confers with administrators, faculty, and students; observes classes, lessons, and rehearsals; examines the library, facilities, and equipment. In general, the consultant tries to acquire an insight into the total theatre program as a basis for meeting the institution's expressed needs. The consultant then makes a report to the institution in writing. A copy of this report is also sent to NAST.

### **Finances**

1. The cost of a consultative visit is as follows:
  - a. Consultation fee: \$500 for 1 day (\$450 for the consultant, \$50 National Office administrative fee); \$950 for 2 days (\$900 for the consultant, \$50 National Office administrative fee); and \$450 for each additional day.
  - b. The consultant's expenses (travel, food, lodging, secretarial assistance, etc.).
2. The institution is billed by NAST which, in turn, reimburses the consultant.
3. Although consultants work directly with institutions, due to the fact that NAST serves as the financial intermediary and reimburses the consultant directly, NAST will file appropriate tax forms with the IRS (i.e., Form 1099). The institution should not duplicate these filings for the consultant.

### **Some Important Facts about Consultative Visits**

1. The consultative visit is not a prerequisite for NAST Membership. An institution may apply for Membership and have as its first visit an official NAST evaluation.
2. The consultant is not acting as an official NAST evaluator. The recommendations of the consultant are therefore purely advisory in nature. Official action concerning Membership is taken only after the NAST Commission on Accreditation receives and acts upon the report of an official evaluation team and the institution's self-study materials.
3. It is NAST policy that an individual who serves as consultant to an institution will not later be assigned to an evaluation team in connection with an application for Membership.
4. Consultants work directly with institutions. NAST facilitates the process by assisting institutions to secure consultative advice and by processing expense reimbursements.
5. Upon request, the NAST Executive Director will provide a list of possible consultants who may then be invited and compensated directly by the institution. In these cases, there is no obligation for NAST to receive a copy of the consultant's report.