Planning Meetings with Creative Aging Program Host

For in-person and remote programs

Initial Phone Call

Set up a phone call with the host organization. During the call:

❏ Inquire about the organization's community and the older adults that utilize the organization currently.

❏ Inquire about the other programs the organization offers to their older adult community members.

❏ Describe the class you will be teaching.

❏ Do you speak the same language as the participants?

    ❏ Yes

    ❏ If no, discuss solutions to this problem.

For In-Person Programs

❏ Describe your space needs for your artform(e.g. visual artforms need supply storage and water source, dance needs appropriate floor for movement, and memoir-writing needs quiet private space).

❏ Inquire about the host organization's spaces to hold the in-person class.

    ❏ If there is not an appropriate space in their facility, is there a community partner nearby that would have a space that would work? Discuss options with the host organization.

For Remote Programs

❏ Discuss technical needs of the program for you the teaching artist, and the hosting organization

    ❏ What platform will the class take place through (Zoom, Google Meet, Phone, etc.)

    ❏ Does the teaching artist have the necessary equipment, and where will they be teaching from? (ex: teaching artist has streaming equipment, equipment on loan from host org, host org has a streaming classroom)

- ❏ Discuss logistics of remote class, and how the host organization will support tech during and between classes
    - ❏ How early will the online meeting room be open before class

    - ❏ Can the host organization provide technical support during class?
- ❏ Discuss the delegation of communications between the teaching artist, host organization, and students
    - ❏ How will the teaching artist be communicating with the students between classes, and how frequently?
    - ❏ What correspondence will be handled by the host organization?

At end of phone call:
- ➔ **Set a date** with the host organization for a more in-depth in-person or remote planning meeting. For an in-person program planning meeting, the teaching artist should see the physical space the class will take place in. Request at least 90 minutes for this meeting.

In-Person or Remote Planning Meeting

During the meeting:

1. **Teaching artist should get acquainted with the space or platform:**

    a. **In-Person program**
    - ❏ Request to see the space where the class will be held.
    - ❏ Request to see the storage space for materials, if needed.
    - ❏ Request to be introduced to the staff you will be engaging with each week, including janitors, office staff, etc.
    - ❏ Request to be introduced to the staff person(s) that will be your main contact.
        - ❏ Request the phone number, and email of main contact.
        - ❏ Request a contact list of other appropriate staff members.

    b. **Remote program**
    - ❏ Request the staff person(s) that will be your main contact be in attendance at the remote planning meeting.
    - ❏ Request to meet them on the virtual platform where the class will be held.

- ❏ Test sound and/or video quality, and review any additional features you may need to teach your class (e.g. screen sharing)
- ❏ Discuss how materials will be distributed, if needed.
- ❏ Request to be introduced to any staff you will be engaging with each week, especially for technical support.
- ❏ Request the phone number, and email of main contact.
  - ❏ Request a contact list of other appropriate staff members.

2. **Review your curriculum in detail, and provide a copy, or send host organization a copy digitally**
   - ❏ Discuss the maximum number of participants — the number should be appropriate for the artform.

3. **Inquire how registration will be handled.**
   - ❏ Discuss what is the latest a new student can join the program from a waitlist (e.g. after the 3rd session, 4th, etc.)

4. **Set a program schedule:**
   - ❏ Set dates, times and spaces that the classes will be held.
   - ❏ Identify conflicts with the schedule at this planning meeting (field trips, parties, holidays, etc.)
   - ❏ Request that all staff is informed about the dates of the program and add the program schedule to any organizational calendars, if available.

5. **Talk about how the organization will support the promotion of the program:**
   - ❏ How will the organization market the program?
   - ❏ How can you assist with the marketing of the program?
     - ❏ Class description
     - ❏ Images
     - ❏ Teaching artist bio
   - ❏ What staff person will print flyers, post to social media, etc.?

6. **Talk about participant recruitment:**
   - ❏ Inquire if you may come to the site or facilitate a virtual event to talk with patrons about the program?
   - ❏ Decide if there will be a demonstration class:
     - ❏ If so, when will this happen?
     - ❏ What do you need to make a talk/demo class successful?
       - ❏ Supplies
       - ❏ A/V equipment
       - ❏ Space set up/clean up
       - ❏ Other:

7. **Discuss culminating event plans:**
   - ❏ When will the event be held?
   - ❏ Where will the event be held?
   - ❏ What space or on what platform will the event be held in?
   - ❏ Will there be more than one culminating event?
     - ❏ Yes (if so discuss additional dates, times, locations, etc.)
     - ❏ No
   - ❏ How will the organization support this event?
   - ❏ What are the teaching artist's responsibilities with the event, and what are the organization's?
   - ❏ What does the organization need from the teaching artist to create the marketing content for the event? (Flyers, posters, social media, news media, etc.)
   - ❏ Who will create the event program?
     - ❏ Teaching artist
     - ❏ Organization

Additional questions and topics: