

In-Person Program Planning Meeting with a Partner Organization

Initial Phone Call

Set up a phone call with your partner organization. During the call:

1. Ask the following:
 - What is your community like?
 - How do your older adults participate in your organization?
 - What other programs does the organization offer?
2. Describe the artform you will be teaching and an overview of the curriculum.
3. Describe the space that is ideal for your class. Discuss with your partner their facility and the potential spaces they have available to host the class.
4. Are any of the spaces conducive to the artform? Remember your needs for your artform. (E.g. visual arts requires supply storage; dance requires appropriate floor for movement; and memoir requires quiet private space, etc.)
 - Yes
 - If not:
 - a. Is there a community partner nearby that would have a space that would work?
5. Do you speak the same language as your potential participants?
 - Yes
 - If not, explore possible solutions to this problem.
6. Set a date for an in-person planning meeting and to see the space, and visit the organization. Request at least 90 minutes for this meeting

In-Person Planning Meeting

During the visit:

1. Get acquainted with the center:

- See the space where the class will be held.
- 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.
- Find out who will serve as the main contact person for the TA.
 - Phone number and email:
- Request a contact list of other appropriate staff members.

2. Review the curriculum in more detail, and give the partner organization a copy.

- a. Review maximum number of participants (this number should be appropriate to artform and ideal student/teacher ratios).
- b. Confirm that the program is intended to be sequential and explain what that means.
- a. Talk about strategies to support registration. How will registration be handled?
- b. When is the latest a new student can join the program? (e.g. after the 3rd session, 4th, etc.?)
 - Yes. Deadline for new participants:
 - No

3. Set a program schedule:

- Determine the dates, times and spaces where the classes will be held.
- Identify conflicts with schedule at this planning meeting. (E.g. field trips, parties, holidays, etc.)
- Request that:
 - All staff are informed of the dates of the program.
 - The program is added to organizational calendars.

4. Talk about how to promote the program:

- a. How can the organization market the program?
 - b. What does the organization need from the TA to market the class?
 - Class description
 - Images
 - c. Who will design the flyer?
 - Teaching artist
 - Organization
 - d. Which staff members will print flyers, post to social media, etc.?
5. Talk about how to recruit participants:
- a. Can the teaching artist come to the organization to talk with patrons about the program?
 - b. Will there be a demo class?
 - c. If so, when will this happen?
 - d. If so, what does the teaching artist need to make a talk/demo successful?
 - Supplies
 - A/V equipment
 - Space set-up/clean up
 - Other:
6. Talk about the culminating event plans:
- a. When will the event be held?
 - b. Where will the event be held?
 - c. What space will the event be held in?

 - d. Will there be more than one culminating event?

- Yes, if so discuss additional dates, times, locations, etc.
- No
- e. How will the organization support this event?
- f. What are the teaching artist's responsibilities with the event, and what are the center's?
- g. Who will create the marketing content for the event? (Flyers, posters, social media, news media, etc.)
 - Teaching artist
 - Organization
- h. Who will create the event program?
 - Teaching artist
 - Organization

Additional questions and topics: