

**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:**
   1. **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.
  1. **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.

1. **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.

1. **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.)

1. **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.

1. **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.?
2. **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:
3. **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:**