

Planning Meetings with Partner Organization

Creative Aging in Wyoming Public Libraries Teaching Artist Training

Initial Phone Call

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

1. Questions:

- What is your community like?
- How do your older adults participate in your organization?
- What other programs does the organization offer?

2. Go over the artform you will be teaching and an overview of your curriculum.

3. Describe the space that would be ideal for your class. Discuss with your partner their facility and the potential spaces they have to host the class. Are any of their 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-writing requires quiet, private space, etc.)

- Yes
- No. If not:
 - a. Is there a community partner nearby that would have a space that would work?

4. Do you speak the same language as the participants?

- Yes
- If no, discuss solutions to this problem.

5. Set a date with the staff contact 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 your visit:

1. Get acquainted with the organization:
 - 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.
 - Who is the staff person(s) that will be your main contact?
 - 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 the maximum number of participants?
 - b. Confirm that the program is intended to be sequential and explain what that means.
 - c. Talk about strategies to support program registration. How does the organization handle registration?
 - d. When is the latest a new student can join the program? (e.g. after the 3rd session, 4th, etc.?)
3. Set a program schedule:
 - a. Dates, times and spaces that the classes will be held.
 - b. Identify conflicts with the schedule at this planning meeting. For instance, field trips, parties, holidays, etc.
 - c. Request that all staff are informed of the dates of the program and to add the program schedule to any organizational calendars, if available.
3. Talk about how the organization is going to support the promotion of the program:
 - a. How will the organization market the program?
 - b. What does the organization need from you to market the class?

- Class description
- Images
- Artist bio

c. Who will design the flyer (digital and/or paper)?

- Teaching artist
- Organization

d. What staff person will print flyers, post to social media, etc.?

4. 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 do you need to make a talk/demo successful?

- Supplies
- A/V equipment
- Space set up/clean up
- Other:

5. 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 organization'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: