

Creative Aging Program Implementation Checklist

Timeline	Actions
Pre-Program Implementation	<p><u>Coordinate Logistics</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Develop a program schedule and determine the date for the culminating event <input type="checkbox"/> Coordinate room usage & storage for materials and artworks, if necessary <input type="checkbox"/> Determine the responsibilities of the library staff and the teaching artist. <p>Who will:</p> <ul style="list-style-type: none"> <input type="checkbox"/> register participants? <input type="checkbox"/> welcome them to the first session? <input type="checkbox"/> distribute, collect, and review evaluations? <input type="checkbox"/> continue to collaborate with the teaching artist? <input type="checkbox"/> prepare the space for the workshops or culminating event? <input type="checkbox"/> monitor the programs? <p><u>Recruit & Promote</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Establish registration procedures and guidelines <input type="checkbox"/> Maintain a waiting list, if necessary <input type="checkbox"/> Create a recruitment flyer <input type="checkbox"/> Press release <input type="checkbox"/> Post announcements on website, blogs, and social media <input type="checkbox"/> Distribute flyer to local community centers and cultural organizations <input type="checkbox"/> Contact the press and local dignitaries <p><u>Prepare Space, Supplies, and Resources</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Reserve the space <input type="checkbox"/> Order supplies/materials, in collaboration with the artist <input type="checkbox"/> Prepare and display library resources <input type="checkbox"/> Print any necessary forms
First Session	<p><u>Distribute/Collect Forms</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Photo/Video Release Form <input type="checkbox"/> Workshop Schedule <p><u>Attendance & Registration Maintenance</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Review the attendance <input type="checkbox"/> Contact absent participants to see if they will be returning <input type="checkbox"/> Contact participants on the waiting list to fill vacant spots

Creative Aging Program Implementation Checklist

Timeline	Actions
Throughout the Program	<u>Monitor, Document, and Evaluate</u> <ul style="list-style-type: none"> <input type="checkbox"/> Monitor/Observe sessions and attendance <input type="checkbox"/> Meet with teaching artist <input type="checkbox"/> Contact participants in case of library closings or session cancellation <input type="checkbox"/> Document sessions by taking pictures/video <input type="checkbox"/> Complete any necessary evaluation
Half-Way Through Program	<u>Organize the Culminating Event</u> <ul style="list-style-type: none"> <input type="checkbox"/> Determine the format of the event <input type="checkbox"/> Secure the space and any resources required for the event <input type="checkbox"/> Create culminating event flyer and promote the event <input type="checkbox"/> Coordinate documentation of the event
Last Session & Culminating Event	<u>Gather Feedback</u> <ul style="list-style-type: none"> <input type="checkbox"/> Distribute and collect surveys from participants and culminating event attendees <input type="checkbox"/> Document the event with pictures/video
Post-Program	<u>Follow up</u> <ul style="list-style-type: none"> <input type="checkbox"/> Debrief with the teaching artist <input type="checkbox"/> Complete any necessary evaluations and reporting <u>Sustainability</u> <ul style="list-style-type: none"> <input type="checkbox"/> Research Funders <input type="checkbox"/> Fundraise