

## Creative Aging Program Planning Checklist

Timeline	Actions
<b>Planning a Program</b>	<p><u>Assessment</u></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Patron Survey</li> <li><input type="checkbox"/> Facility Survey</li> </ul> <p><u>Consider Partnerships</u></p> <p><i>Partners can:</i></p> <ul style="list-style-type: none"> <li>• help promote the program</li> <li>• foster understanding of the library as a resource</li> <li>• be helpful for sustaining programs</li> </ul>
<b>Find &amp; Hire a Teaching Artist</b>	<p><u>Find a Teaching Artist</u></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Lifetime Arts Roster</li> <li><input type="checkbox"/> Arts Organizations</li> </ul> <p><u>Teaching Artist Payment Procedures</u></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Review payment procedures and reimbursement protocols</li> <li><input type="checkbox"/> Generate artist's contract</li> </ul>
<b>Develop Curriculum &amp; Budget</b>	<p><u>Curriculum Design</u></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> how the selected discipline will be approached;</li> <li><input type="checkbox"/> how the classes will be conducted;</li> <li><input type="checkbox"/> what creative skills – in what sequence – will be addressed;</li> <li><input type="checkbox"/> what learning outcomes are expected;</li> <li><input type="checkbox"/> what the teaching artist's plans are to promote social engagement.</li> </ul> <p><u>Budget</u></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> the teaching artist's fees (can include planning and instruction);</li> <li><input type="checkbox"/> the duration of the workshop series and length of each session;</li> <li><input type="checkbox"/> the number of participants;</li> <li><input type="checkbox"/> the supplies or materials required.</li> </ul>
<b>Funding Creative Aging Programs</b>	<p><u>Be able to complete any funding application by describing:</u></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> the need for the program;</li> <li><input type="checkbox"/> who it will serve;</li> <li><input type="checkbox"/> how it will be conducted</li> <li><input type="checkbox"/> what results the library is looking for;</li> <li><input type="checkbox"/> the costs it will entail.</li> </ul>