Planning Your Intergenerational Program
Logistics Sheet

Program Name: ____________________________________________________________

Main Contact for Adult Organization: _______________________________________

Main Contact for Youth Organization: _______________________________________

Date and time of program? _________________________________________________

Location: _________________________________________________________________

Will you have a minimum age for older participants? Y/N If so, what age? ______

In order to reduce prejudice participants ideally will collaborate in small groups of
approximately six people with at least two of the “minority” age – for example, 4 youth and 2
older people or vice versa. How many older people will you need? _____________ How
many young people? ____________________________?

Recognizing that many older adults are isolated and that this program may be very beneficial
for them, what will you do to reach out those people?
____________________________________________________________________________

How will you recruit participants, young and/or old? ___________________________
____________________________________________________________________________

Do you need CORI checks? Y/N If so, who will handle them? ___________________

Do you need consent release forms for photography? Y/N If so, who will handle them?
____________________________________________________________________________

What are the goals for the program? Select up to 3...

1. _______________________________________________________________________

2. _______________________________________________________________________

3. _______________________________________________________________________
Will you invite any special guests – like the superintendent, COA members, legislator, press? If so, who will contact them? ________________________________________________________________

Will you do a pre-lesson for youth or an information session for volunteers? There is an outline of a Pre-lesson for Students in the Members section. If so, when will you do this/ these and where? ________________________________________________________________

What supplies will you need? Who will provide them? Who will pay for them? ________________________________________________________________

Name tags for all are recommended. Who will create them? ___________________________

What method will you use to evaluate the program? ___________________________

Who will be responsible for conducting the evaluation? ___________________________