



**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?

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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? \_\_\_\_\_