

**Intergenerational Project Checklist (Example)**

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| **Objectives** | Overall objective of the project |  |
| **Planning Group** | Who will be involved  Dates of planning meetings  Roles and responsibilities  Agree purpose/targets |  |
| **Dates** | Dates activity will commence  Number of weeks  Time/length of sessions |  |
| **Publicity** | How will sessions be publicised?  Who is responsible for managing publicity?  Is there a cost?  Welsh Translation |  |
| **Budget** | What is the overall available budget:  Consider costs for:   * Venue * Catering * Travel * Speakers * Trainers * Materials * Celebration event * Publicity | **£** |
| **Participants** | How will participants be recruited?  How many will be involved?  Communication needs e.g. loop system, interpreter etc. |  |
| **Staff/Volunteers** | Who will lead?  Identify named leads  How many staff/volunteers needed?  Any training requirements?  Are emergency contact numbers needed?  Any lone worker/safeguarding implications? |  |
| **Venue** | Where will the activity take place?  Is a risk assessment needed?  Access  Directions for participants  Evacuation procedures  Does venue require health and safety assessment  Hearing loop  Disabled facilities/loop system etc. |  |
| **Catering** | How will dietary needs be established  Caterers  Timing of programme to include refreshment breaks |  |
| **Transport** | How will participants get to venue  Any budget required for transport  Assisted transport considerations |  |
| **Equipment** | What is required e.g. laptop, I-PADS, projector, flip chart, pens, loop system etc. |  |
| **Pre Project material** | Registration details  Programme  Agenda  Emergency contact details  Photo/video permission  Delegate packs  Facilitation packs  Name badges  Translation |  |
| **Plan the Sessions** | Programme  Pre evaluation  Activities  Ground rules  Evaluation |  |
| **Follow up** | Facilitators de-brief  Project evaluation  Celebration event  Thank you letters  Risks to sustainability |  |
| **Health and Safety** | Do venue and activities need risk assessing? |  |

(Adapted from Belfast Intergenerational Guide)