

# PERCOLATOR TIP SHEET: Standard Questions for Guest Program Facilitators



**Some memory cafés bring in teaching artists or other activity facilitators. For these cafés, the questions below may assist you in vetting or planning with these guest facilitators.**

*Note that some cafés do not use guest facilitators. Staff and volunteers facilitate all activities.*

## **Program and Facilitator Basics:**

- Please describe your program, and the setting where you usually offer it.
- Can you share your experience with facilitating this program (or other programs) at memory cafés? If you haven't facilitated a program at a memory café before, do you have other related experience?
- How do you make sure that people with a wide range of cognitive abilities can enjoy this program? Does this program rely on short-term memory? Does it require quick responses from participants?
- What are some ways that you encourage active participation? Do you find that some participants have a harder time with this program? How do you engage participants who need more time to process information or to express themselves?
- Will the program work for people with hearing loss? What about mobility limitations, or who use a walker or wheelchair?
- Does your program reflect a variety of cultures? [You could describe your café and whom it serves.]

- Does your program involve any multi-sensory components? (For example, music, sounds, scents, tactile elements, foods, etc.) If not, could we we brainstorm adding other components?
- How flexible is the pace? Is it possible to prepare enough content for an hour [or whatever amount of time you plan to allocate], but cover only part of it if the pace needs to slow down?
- Do you have any samples of your previous work, such as slides, recordings, or activity lists, that showcase your facilitation style?

**Fee:**

- What is your fee? Confirm that this fee would cover the time frame that you have in mind.
- Are there any additional costs? (example: materials needed)

**Format and Tech:**

- Will this program work for an in-person, virtual, or hybrid format?
- Can you provide examples of how you've adjusted programs for different formats?
- What technology or equipment do you have and what do you need us to provide?
- What type of room setup is ideal?
- Should we plan time for an A/V check, or to set up the room together?

**Working Together:**

- Is there anything that we should let our participants know in advance so that they are prepared for this activity? Or, do you need any information or feedback from our participants in advance? (example: favorite songs within a genre)
- How can we help during the program (example: monitor the chat for a virtual program, call on participants by name)
- Is there anything from this program that we can send to our participants as a follow-up?
- May we record your program [if this is something that you do]?

### Next Steps:

- Confirm date/time, including time for an A/V check and/or room setup
- Confirm fee
- Review any paperwork that is needed (e.g., W-9 form, invoice)
- Make plans to touch base in the week or so before the café to confirm details

*The JF&CS Memory Café Percolator is a free resource that since 2014 has shared ideas and technical assistance with organizations starting and sustaining memory cafés throughout the U.S. and beyond. Visit us at [www.jfcsboston.org/Percolator](http://www.jfcsboston.org/Percolator)*