

**Intergenerational Project Checklist (Example)**

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| **Objectives** | Overall objective of the project |  |
| **Planning Group** | Who will be involvedDates of planning meetingsRoles and responsibilitiesAgree purpose/targets |  |
| **Dates** | Dates activity will commenceNumber of weeksTime/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
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| **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 leadsHow 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?AccessDirections for participantsEvacuation proceduresDoes venue require health and safety assessmentHearing loopDisabled facilities/loop system etc. |  |
| **Catering** | How will dietary needs be establishedCaterersTiming of programme to include refreshment breaks |  |
| **Transport** | How will participants get to venueAny budget required for transportAssisted transport considerations |  |
| **Equipment** | What is required e.g. laptop, I-PADS, projector, flip chart, pens, loop system etc. |  |
| **Pre Project material** | Registration detailsProgrammeAgendaEmergency contact detailsPhoto/video permissionDelegate packsFacilitation packsName badgesTranslation |  |
| **Plan the Sessions** | ProgrammePre evaluationActivitiesGround rulesEvaluation |  |
| **Follow up** | Facilitators de-briefProject evaluationCelebration eventThank you lettersRisks to sustainability |  |
| **Health and Safety** | Do venue and activities need risk assessing? |  |

(Adapted from Belfast Intergenerational Guide)