



# ALZHEIMER'S/RELATED DISORDERS FAMILY SUPPORT PROGRAM

## MEMORY CAFÉ PLANNING WORKSHEET

### 1. Where: Physical spaces under consideration

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#### *Factors to consider:*

- Available free/in-kind donation?
- Convenience of location for staff, guests, volunteers
- How is the location viewed by potential guests? Is it strongly associated with one sector of the population? Is it seen as a clinical, or as a social space? If it is a residence or adult day program, will guests with milder dementia be put off by the association with services they may not use?
- Fully wheelchair accessible?
- Parking?
- Availability at different times of day?
- Will this space be available on an ongoing basis?

### 2. Who

#### a. Target guest population

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#### b. Key referral sources: how to engage them? Consider co-sponsorships?

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c. Possible volunteers

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d. Possible names for café to express its character and appeal to target population

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**3. When: time of day, day of week, frequency**

a. What works for the available space

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b. What works for staff

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c. What works for the target guest population(s)

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d. What works for volunteers

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**4. What**

- a. Activities suitable to space

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- b. Activities that may interest target guest populations

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- c. Unique resources in your community (e.g., local music school or other arts program, nature center, town historical society)

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- d. Budgetary considerations

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*Remember: expect programming to evolve as you get feedback from guests!*

**5. How**

- a. Funding and in-kind support for staffing, materials, refreshments, guest facilitator fees, special events, and other costs

*Pilot:* \_\_\_\_\_

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*Ongoing:* \_\_\_\_\_  
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b. How will you publicize the café?

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c. RSVP or drop-in model?

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d. How will you keep participants and referral sources informed of café dates, weather cancellations, and special events?

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**6. Evaluation**

a. Requirements from funding source(s)

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b. Data elements to collect at registration

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c. Possible approaches: paper or electronic survey, focus groups, individual interviews; a combination of several approaches

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d. Target date for first evaluation

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*Keep in mind the benefits of surveying volunteers and staff as well as guests, both to obtain their observation of guests’ experience, and to assess the impact of participation on them.*

**CONTACT INFORMATION**

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