



# AGEWELL WORKSHOP HOST SITE APPLICATION

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Site Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Street Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone: (\_\_\_\_)-\_\_\_\_-\_\_\_\_ Email: \_\_\_\_\_

Contact information for emergencies (Ex: 911): \_\_\_\_\_

Site Information	Yes	Comments
Please provide directions		
Is the building handicapped accessible?		
Please provide instructions for non-residents to enter the building (if applicable)		
Telephone available?		
Parking available?		
Restrooms available?		
Private room with table and chairs for 10-12?		
Television and DVD/VCR available?		
Space available to setup snacks?		
Would your site be able to provide snacks?		
Is space available to store materials between sessions?		
Can you assist with recruiting participants for the workshops?		

Additional comments or information:

## RESPONSIBILITIES OF THE HOST SITE:

1. Your assistance- it is best if the site contact is present during workshop hours to offer access and assistance. This is especially important if your site has a secure access door!
2. Workshop promotion and participant recruitment- We will provide flyers which you can use to help promote the workshop on site. In addition, many sites include workshops in their newsletters when applicable. You may also informally sign up folks from your site- be sure to have them call SMAA to officially register or contact Crystal to update registration periodically.
3. Provide snacks if available- Many sites opt to offer snacks and water as a courtesy to the participants, especially when the public is invited. SMAA can provide sample snack ideas upon request.
4. Provide materials storage space between sessions- Be it a closet, office or corner somewhere, we ask that sites reserve a small portion of space to store workshop materials between sessions. This typically includes a rolling cart, easel and flipchart pads.
5. Assist in the case of an emergency
6. Contact Agewell staff if there are any problems or concerns

## RESPONSIBILITIES OF SMAA - AGEWELL:

1. Participant registration and workshop promotion
2. Provide workshop leaders and necessary materials
3. Provide oversight, support and assistance to all volunteer leaders
4. Visit classes periodically to assure program fidelity and safety standards
5. Be available to address problems or concerns that may arise

## FREQUENTLY ASKED QUESTIONS

- How will we plan the workshop schedule?
  - a. Agewell staff will work with you to plan the workshop(s) on days and times that are convenient for both your site and potential participants. Dates should be planned for days when the site contact will be on-site to assist. Effort will be made to plan workshop dates with enough advance notice to provide adequate time for promotion, usually at least 1 month in advance.
- Is there a cost for hosting a workshop? Is there a cost for participants?
  - a. At this time, there is NO cost for hosting an Agewell workshop.
  - b. With accessibility in mind, Agewell workshops are offered at very low cost- in most cases, participants are asked for a donation towards the cost of materials which ranges from \$20-45. Tai Chi for Health and Balance participants are asked for a small fee which helps to support the program.