



Kit Handoff Checklist

When handing off a Music & Memory at Home kit to a caregiver, this checklist will help ensure that you've given them all of the information they need to start bringing the gift of personalized music to those in their care.

Did you...	Check
Fully charge the SanDisk and speaker?	<input type="checkbox"/>
Share a playlist printout and review how these songs were chosen?	<input type="checkbox"/>
Discuss best practices for using music? (For example, while bathing or eating, when traveling, etc.)	<input type="checkbox"/>
Discuss how to go about updating playlist to keep it fresh? (Bringing back/sending in the kit, or adding music at home)	<input type="checkbox"/>
Include a media consent form encouraging participants to send in photos and videos for sharing with the public?	<input type="checkbox"/>
Share a link to the Music & Memory at Home support website page?	<input type="checkbox"/>
Conduct the caregiver survey during kit orientation?	<input type="checkbox"/>
Discuss expectations for the 10 day follow-up call and the 60 day survey?	<input type="checkbox"/>
Demonstrate operation of the SanDisk and speaker, charging cables, connecting the SanDisk to the speaker, Bluetooth operation?	<input type="checkbox"/>

10 Day Follow-up Date: _____

60 Day Survey Date: _____

Notes

Delivered by: _____

Date: _____

I understand that after 60 days, as part of my participation in the Music & Memory at Home program, I will be asked to complete a follow-up survey.

Caregiver signature: _____

Date: _____

