



Implementation Checklist

Introduction to Program

Task	Check
View Henry and Music & Memory at Home videos, and read Program Overview	
Informational call with Music & Memory at Home Program Administrator and Regional Director	

Prepare to Launch

Task	Check
Designate laptop	
Obtain Music & Memory at Home Kits	
Decide how to identify participants	
Decide how to obtain music	
Determine logistics for music assessment, playlist creation and updates	

Launch

Task	Check
Orientation for staff and volunteers	
Complete Music & Memory at Home Live Webinar Training followed by Care Community access	
Complete Topic Calls: Music Detective, Family Caregiver Involvement, and Conducting a Music Assessment	
Download and print key Music & Memory at Home documents; create binder	
Promote in marketing materials, website, social media; add Music & Memory certified logo	
Introduce Music & Memory at Home to caregivers	

Follow-Up

Task	Check
Follow-up with caregivers at specified intervals that they agreed to	
At 60 days, conduct caregiver survey via phone	

The Music & Memory Gold Standard Approach includes:

- Playlists consist of 150 song favorites that hold personal meaning (not genre-based)
- Periodically updating the playlist to keep it “fresh”
- Keeping all staff, board, and families fully informed about Music & Memory at Home benefits and processes
- Vibrant volunteer team to help
- Family survey conducted before start and after 60 days
- Promoting program to increase community awareness and education (marketing materials, media coverage, website, social media)
- Integrate into budgeting and fundraising efforts