

# CONTACT: CARE FACILITY ACTIVITIES DIRECTOR

## Locate Care Facilities in your Community

- Google is a wonderful platform to search for Care Facilities. Simply type in the search bar: “Senior Care Facilities near \_\_\_\_\_” (enter your city and state)
- A list will populate. Scroll down and click “more places” to receive a complete list.
- Select Care Facilities in a close geographic area.
- To become more familiar with the Care Facility, it is helpful to visit their website. You may also find contact information for the Activities Director.

## SAMPLE SCRIPTS:



**You:** Hello, may I speak with your activities director?

**Receptionist:** Yes, one moment.

**Activities Director (A.D.):** Hello, this is Cindy. (Or if you get their voicemail, leave a message.)

**You (Voicemail):** Hello, my name is \_\_\_\_\_, and I am with Contagious Joy. I would like to bring children in to perform a skit/play for your residents at no charge. Please give me a call when you get a chance. In the meantime you can check us out at [www.contagiousjoynow.org](http://www.contagiousjoynow.org). My phone number is \_\_\_\_\_. Thank you!

**You (Personal Phone Call):** Hello, my name is \_\_\_\_\_, and I am with Contagious Joy. I have a group of youth who would love to come to your facility and perform a play/skit at no charge.

**A.D.:** That would be wonderful. What kind of program is it?

**You:** Contagious Joy is a non-profit organization that brings the joy of Jesus to Care Facilities through plays, skits, and songs.

**A.D.:** How long is the program?

**You:** The program will last for about one hour. However, we would like some time afterward, if possible, to mingle and get to know your residents. Do you have availability on (date and time)?

**A.D.:** It looks like that date and time is available. Or: That date is not available, but the following \_\_\_\_\_ is available.

**You:** Wonderful. We will have # of youth. Where would be the best place to perform the play?

**A.D.:** We typically have programs in our activities room or \_\_\_\_\_.

**You:** Are there microphones or sound equipment in the room that we can use?

**A.D.:** Yes, we can have that set up for you. Or: No, we do not have sound equipment. (If the answer is “no”, and you desire to bring microphones see Technical Equipment at the end of this section.)

**You:** Is it possible to have one or two small tables to use for props and in the play. Also, it would be helpful to have # of chairs for props and for the children to sit when they are not acting. (Optional requests)

**A.D.:** Yes, I can have that set up in the front of the room when you arrive.

**You:** Thank you! How do you typically make the residents aware of special activities?

**A.D.:** I will add this to our calendar and post the play on our activities board.

**You:** Do you have separate activities for your memory care residents?

**A.D.:** Yes

**You:** Is it possible to perform the play for them afterwards or before?

**A.D.:** There is a separate contact for activities in our memory care unit. Her/His name is \_\_\_\_\_. (If you are able to do the play twice while you are there, this will ensure that every resident has an opportunity to receive the joy you bring. Also, this provides the benefit



of “repetition” for the children.)

**You:** Wonderful. What is your email address? I will email you to confirm the details on the date and time and a short description of the play that you can share with your residents. (See “About the Skits and Plays” for description.)

**A.D.:** My email is \_\_\_\_\_.

**You:** My name is \_\_\_\_\_. The name of our organization is Contagious Joy. Feel free to visit the website at [www.contagiousjoynow.org](http://www.contagiousjoynow.org). My phone number is \_\_\_\_\_. We look forward to meeting you on date \_\_\_\_ and time \_\_\_\_.

### **SAMPLE SCRIPT FOR FAMILIES:**

**You:** Hello, may I speak with your activities director?

**Receptionist:** Yes, one moment.

**Activities Director (A.D.):** Hello, this is Cindy (Or if you get their voicemail, leave a message.)



**You (Voicemail):** Hello, my name is \_\_\_\_\_, and I am with Contagious Joy. I would like to perform a program for your residents at no charge. Please give me a call when you get a chance. In the meantime you can check us out at [www.contagiousjoynow.org](http://www.contagiousjoynow.org) My phone number is \_\_\_\_\_. Thank you!)

**You (Personal Phone Call):** Hello, my name is \_\_\_\_\_, and I am with Contagious Joy. Contagious Joy is an organization that brings the joy of Jesus to Care Facilities through plays, skits, and songs. I would like to bring young ones at no charge and perform some short skits and songs for your residents.

**A.D.:** That sounds great. How long is the program?

**You:** The program will last for about 45 minutes (depending on how many songs/skits you plan on performing). However, we would like some time afterward to mingle and get to know your residents. Do you have availability on month/day/time?

**A.D.:** It looks like that date and time is available. Or: That date is not available, but the following \_\_\_\_\_ is available.

**You:** Thank you! Where would be the best place to perform the songs and skits?

**A.D.:** We typically have programs in our activities room or \_\_\_\_\_.

**You:** Are there microphones or sound equipment in the room that we can use?

**A.D.:** Yes, we can have that set up for you. Or: No, we do not have sound equipment. (If

the answer is “no”, and you desire to bring microphones see Technical Equipment at the end of this section.)

**You:** Is it possible to have a small table available and two chairs? (Optional request)

**A.D.:** Yes, that is no problem.

**You:** Thank you! How do you typically make the residents aware of special activities?

**A.D.:** I will add this to our calendar and post the play on our activities board.

**You:** Do you have separate activities for your memory care residents?

**A.D.:** Yes



**You:** Is it possible to perform the play for them afterwards or before?

**A.D.:** There is a separate contact for activities in our memory care unit. Her/ His name is \_\_\_\_\_. (If you are able to do the play twice while you are there, this will ensure that every resident has an opportunity to receive the joy you bring.)

**You:** Wonderful. What is your email address? I will email you to confirm the details of the date and time.

**A.D.:** My email is \_\_\_\_\_.

**You:** My name is \_\_\_\_\_. The name of the organization is Contagious Joy. Feel free to visit

the website at [www.contagiousjoynow.org](http://www.contagiousjoynow.org). My phone number is \_\_\_\_\_. I look forward to meeting you on date at time.

Alternatively, you can send an email to the activities director asking if there is future availability for you and/or your group to put on a program.

## TECHNICAL EQUIPMENT

It is always nice to have extra microphones even if the Care Facility has sound equipment and microphones. If you desire to invest in a speaker/microphone set, we recommend the **Behringer MPA40BT-Pro PA System** and the **Behringer Ultralink ULM202USB Wireless 37 USB Dual Microphone System**.

## SAMPLE EMAIL TO SEND TO ACTIVITIES DIRECTOR

Hello, (Activities Director's Name),

My name is \_\_\_\_\_. I am with Contagious Joy, an organization that brings the joy of Jesus to Care Facilities through plays, skits, and songs. We/I would like to come to your

facility to do a play on (date) at (time) to bring joy to your residents. Would you have open availability on your resident activities calendar?

Feel free to visit our website at [www.contagiousjoynow.org](http://www.contagiousjoynow.org) for more information and please do not hesitate to call or email with any questions.

Thank you!

(Your name)

(Your phone number)

**TO SEND CONFIRMATION EMAIL AND CONSENT  
TO PHOTOGRAPH STATEMENT:**

Hello \_\_\_\_\_ (Activity Director)

It was great to speak with you. We are looking forward to seeing you and your residents on (date) at (time). See a brief description of the play below:

Contagious Joy Presents the Play: (Name of Play and description from “About the Skits and Plays” section).



What we need: *(Modify this list for your performance)*

- Small Table
- Eight chairs
- Extra microphone *(If available)*

Thank you!

We look forward to seeing you soon!

**Consent to Photograph:**

Allowing us to perform at your facility grants Contagious Joy permission to use photographs taken of the residents and children together. If this is an issue, please let us know. These photos may be used for public relation, presentation, and promotional purposes, and to help others in our community better understand the contagious “Joy of Jesus.” Please also understand you will receive no compensation if any photographs or videos are to be used.



### **Sample Script to Schedule a Follow Up Visit with a Resident:**

You: Hello, may I speak with your activities director?

Receptionist: Yes, one moment.

Activities Director (A.D): Hello, this is Cindy (Or if you get their voicemail, leave a message.)

You (Voicemail): Hello, my name is \_\_\_\_\_, and I am with Contagious Joy. We performed a play at your facility on \_\_\_\_\_. I would like to come back and visit one on one with a resident that may not receive many visitors. I was wondering if you may be able to recommend a couple of residents. Please give me a call back at \_\_\_\_\_. Thank You!)

You (Personal Phone Call): Hello, my name is \_\_\_\_\_, and I am with Contagious Joy. We performed a play at your facility on \_\_\_\_\_. I would like to come back and visit one on one with a resident that may not receive many visitors. Can you recommend a couple of residents?

A.D.: Yes, I can. There are a few residents that would enjoy your visit.

You: Certainly. Can I arrange a time with you? (Check with activities director about the protocol for visiting/volunteering.)

### **SCRIPT FOR LOCAL FLORIST: Ask For Flower Donation**

A flower (usually carnations) is given to each resident after the play. This also allows the community to get involved in serving. Call a few local grocery stores that have a floral department or call local florists to ask for a donation. (Grocery stores are typically willing to donate to Care Facilities in their community.)



Sample script: "Hello, my name is \_\_\_\_\_. I'm with Contagious Joy, a non-profit organization that serves local care facilities. Children in your community will be performing a play on \_\_\_\_\_ at \_\_\_\_\_ care facility. Will you be able to donate \_\_\_\_\_ carnations for cast members to give the residents after the play? For more information, visit the website: [contagiousjoynow.org](http://contagiousjoynow.org)."

Usually, planning for 25 flowers per performance is enough, however, you may ask the activity director how many they are expecting.