

Contact Activities Director Script

Head to our [Find Care Facilities Near Me](#) page to locate nursing homes and memory care facilities in your community. If you visit their website, you may find the direct contact information for their Activities Director.

Here's a script to guide your conversation when you call:

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

Receptionist: Yes, one moment.

Activities Director (A.D.): Hello, this is [name].

You: 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 about an 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.: Yes, that date and time will work. . . . Or: That date is not available, but [date / time] works.

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 the Guide Book for Plays and Skits for our recommendation of ones you can purchase if you'd like.)

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. *(These are 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 _____.

You: Wonderful. What is your email address? I'll email you to confirm the details on the date and time and send a short description that you can share with your residents.

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. My phone number is _____. We look forward to meeting you on [date and time].

If you get the A.D.'s voicemail, leave a message similar to:

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.

My phone number is _____. Thank you!

Here's a script to schedule by email instead of phone:

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.

I would like to come to your facility with [# of children or name of youth group] to do a play on [date and time] to bring joy to your residents. Do you have open availability on your resident activities calendar?

Feel free to visit our website at 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]

Send a confirmation email with a 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 and time]. Here's a brief description of the play you can share with the residents.

Contagious Joy will be presenting the joy of Jesus through plays, skits, and songs!

For our performance, we'll need *(modify this list for your performance)*:

- 1 small table
- 8 chairs
- 1 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 relations, presentation, and promotional purposes, and to help others in our community better understand the contagious joy of Jesus. Please also understand that you will receive no compensation if any photographs or videos are to be used.