



Volunteer Performance Checklist

Everything to Review Before Your Memory Care Performance

Before You Leave Home

Confirm Your Schedule

- ☐ Double-check the performance date and time.
- ☐ Review the facility name and address.
- ☐ Plan your travel route and allow extra travel time.
- ☐ Save the facility's phone number in case you're delayed.

Prepare Your Music

- ☐ Choose familiar songs from the 1940s–1960s.
- ☐ Include a variety of genres (country, pop, folk, gospel, jazz).
- ☐ Prepare approximately 45–60 minutes of music.
- ☐ Bring printed lyrics or chord sheets if needed.
- ☐ Have a few backup songs ready.

Check Your Equipment

- ☐ Instrument is tuned.
- ☐ Extra strings (if applicable).
- ☐ Picks or drumsticks.
- ☐ Capo (if needed).
- ☐ Music stand.
- ☐ Sheet music.
- ☐ Portable speaker (only if approved).
- ☐ Chargers or batteries.
- ☐ Water bottle.

Dress Professionally

Choose clothing that is:

- ☐ Comfortable
- ☐ Neat and clean
- ☐ Family-friendly
- ☐ Easy to move in

Avoid:

- ☒ Clothing with offensive language or graphics
- ☒ Strong perfumes or colognes
- ☒ Excessively loud or distracting accessories

Before You Perform

Introduce Yourself

- ☒ Check in with facility staff.
- ☒ Ask where you'll be performing.
- ☒ Learn residents' names when possible.
- ☒ Ask if any residents have favourite songs.

Set Up Safely

- ☒ Keep walkways clear.
- ☒ Place equipment securely.
- ☒ Adjust volume to a comfortable level.
- ☒ Test your instrument before residents arrive.

During the Performance

Encourage Participation

- ☒ Smile often.
- ☒ Make eye contact.
- ☒ Invite singing.
- ☒ Encourage clapping.
- ☒ Allow gentle movement.
- ☒ Speak clearly between songs.

Be Flexible

If residents seem tired:

- ✓ Slow the pace.

If they become energetic:

- ✓ Play more upbeat songs.

If a song doesn't connect:

- ✓ Move on to another favourite.

Be Respectful

- ☒ Speak kindly.
- ☒ Be patient.
- ☒ Give residents time to respond.
- ☒ Follow staff instructions.
- ☒ Respect personal space.
- ☒ Never argue or correct someone's memories.

Safety & Confidentiality

- ☐ Follow all facility guidelines.
- ☐ Wear your volunteer badge if provided.
- ☐ Never share residents' personal information.
- ☐ Do not post photos or videos without permission.
- ☐ Respect residents' dignity and privacy.
- ☐ Report any concerns to facility staff.

After the Performance

- ☒ Thank the residents.
- ☒ Thank the facility staff.
- ☒ Pack equipment carefully.
- ☒ Leave the performance area tidy.
- ☒ Record your volunteer hours.
- ☒ Add notes about favourite songs or memorable moments.
- ☒ Accept future requests if available.

Performance Tips

Great Conversation Starters

- "Does anyone have a favourite song?"
- "Who remembers this one?"
- "Would you like to sing along?"
- "This was a popular song many years ago."

If Someone Becomes Emotional

Remember:

Music can bring back powerful memories.

This is often a positive and meaningful response.

Remain calm, offer reassurance, and allow staff to provide additional support if needed.

Quick Checklist

Before You Go

- ✓ Confirm booking
- ✓ Tune instrument
- ✓ Pack equipment
- ✓ Bring water
- ✓ Review playlist
- ✓ Dress professionally

At the Facility

- ✓ Check in
- ✓ Meet staff
- ✓ Set up safely
- ✓ Keep volume comfortable
- ✓ Encourage participation

Before You Leave

- ✓ Thank everyone
- ✓ Record volunteer hours
- ✓ Pack belongings
- ✓ Share feedback if requested

Thank You!

Thank you for sharing your musical talents and helping create meaningful moments for people living with memory loss.

Every performance can brighten someone's day and create lasting emotional connections.

Helpful Resources

Alzheimer's Association – Communication Tips

<https://www.alz.org/help-support/caregiving/daily-care/communications>

Practical advice for communicating with people living with dementia.

Alzheimer's Society (UK) – Communicating with a Person with Dementia

<https://www.alzheimers.org.uk/get-support/daily-living/communicating>

Guidance on respectful, person-centred communication.

Dementia Australia – Communication

<https://www.dementia.org.au/information/communication>

Tips for verbal and non-verbal communication during interactions.

Music for Dementia

<https://musicfordementia.org.uk>

Information on the benefits of music and best practices for meaningful music engagement.