

DTA AWARD FOR EXCELLENCE 2014

This submission and Program

ONSITE CAROLS BY CANDLELIGHT

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PROGRAM OUTCOMES

- ✧ Provide a Christmas community event on site at our integrated living & aged care
- ✧ To bring a Carols by Candlelight to my aged care residents
- ✧ To invite Community groups and performers to entertain on site and visit
- ✧ To have other charities /organisations work with us to provide a service
- ✧ To Hold a carols by Candlelight event on our Car park
- ✧ To Bring the spirit of Christmas to Azure Blue Redcliffe
- ✧ To Provide some new happy memories and reminiscence of Christmas
- ✧

FACILITATION AND LEADERSHIP STRATEGIES

Provide a plan and leadership to facilitate the holding of a community event on site

Source Community Participation for

Community Choir of Independent Living residents

Australian Youth Choir to perform

Sunrise Rotary to provide sausage sizzle on the evening of the event for all attendees

Source battery operated candles for safe use by all attendees and glow sticks for children

Source a Santa and suit to visit with small bags of lollies pre-packaged to distribute

Source Public address system, safe lighting and access.

Source seating for event.

Source Mr Whippy van to serve ice creams and arrange for onsite coffee shop to operate and be staffed.

Source donation of prizes to fundraise and cover expenses of event.

Create choir sheets for attendees.

Provide First Aid station and staffing.

I provided a keyboard, speakers and all the music for the community carols as well as lead

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the singing and performed solo.

Sourced staff to assist and mobilize residents, serve, greet and assist on evening

PROGRAM DESCRIPTION

PRE ORGANISATION

3 MONTHS Prior to event -

Set date and provide posters to advertise in house and in the community.

Prepare promotional material for publications

Confirm all parties attending and participating, budget, equipment requirements, staff requirements and assistance at planning meeting with all management required.

Set regular meetings to update progress.

Action invites and site assessments and equipment procurement and storage.

Provide SITE MAP with plan of setup after consulting WHSO requirements

4 WEEKS PRIOR TO EVENT

Discuss and confirm all timelines, catering, site entry, staffing and volunteers and community participation, RSVP for attendances, catering, transport and escort of residents. Supply site plan and layout of set up on day and placement of on site signage.

Provide everyone with an ORGANISATIONAL LIST OF EVENT

DAY BEFORE

Confirm everything with all parties participating and discuss wet weather options and exact times. Provide Organisational list as written confirmation as to who is assigned to what task on set up and during event so everyone knows exactly what is going on

Provide Carols Running sheet to all staff and volunteers assisting

ON THE NIGHT

Confirm required after hour access and lighting arranged for site for this evening.

Set up and secure area from midday. Have all parties meet at this time to commence and hand out sheets of set up, afternoon, timelines, evening and actual program.

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This will include arrival and performance times Serving time of food refreshments and running sheet of performers and carols.

Draw prizes from the lucky draw

Invite all volunteers and staff up to thank and join together as the final choir.

EQUIPMENT

stackable chairs, tables, battery operated candles, mobile lighting, power leads, gaffer tape, microphone stand, keyboard, decorative lighting, carol song sheets, signage and barriers, bbq and food requirements, coffee shop supplies staffing and requirements, Mr Whippy van, Santa and suit and lollies basket and bell, and Christmas decorations requirements for first aid station and attendant. Volunteers to assist, escort and serve at event. Entertainers including Master of ceremonies, Community choir, Australian youth choir, Soloists.

Sufficient rubbish bins and staffing to empty is required on night, as well as attendant to clean and maintain toilets accessible to public . First aid kit and mobile phone.

Certificates of appreciation to Community groups and volunteers to hand out in thanks.

Any special chairs or equipment required for resident comfort.

EVALUATION STRATEGIES

Attendance was beyond expectations with over 350 attending on the night

Feedback from residents and volunteers and staff was all positive

This included enjoyment of the entertainment, food and beverages, Santa visits and the Mr Whippy fans saw many smiles on faces and a long line to buy.

The sheer delight of residents with advanced dementia when Santa spoke to them and they sang carols and waved their candles brought tears to the eyes of many present

Many families attended and grandchildren as well as great grandchildren and loved that they could attend a carols with their loved one who would otherwise not be able to do so.

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The photos displayed after the event were requested by residents family and friends

The best feedback besides the smiles was “thankyou now it actually feels like Christmas”

PROFESSIONAL DEVELOPMENT ASPECTS

Providing leadership, direction, and coordination of so many aspects and contacts of an event made for the need to document, timeline and plan with precision and keep a document trail, to follow actions required, and confirmations .

Maintaining Communication with all management and representatives was necessary to update, confirm and action and keep everyone up to date.

Delegating tasks on the evening with supplied time lines and expectations made for a smooth program and event.

by Glenda Kubler Diversional Therapist