


Arts on Prescription Checklist



If you are thinking about starting an Arts on Prescription (AoP) programme, this checklist will help you plan and get set up to start

STEP 0: Planning of the AoP programme

- ☐ Find out about the Art on Prescription programme and decide whether you want to start.
- ☐ Welcome on board.
- ☐ Be inspired by the good practices available around the world.
- ☐ Check if similar programmes have been implemented, either in your city or region.
- ☐ Identify the needs of the local community.
- ☐ Select your target group that would benefit from AoP programme.
- ☐ Adapt the frequency and timing of the workshop to meet the needs of the target group.
- ☐ Narrow down the target group, e.g. by demographic and socio-economic factors and health status.
- ☐ Identify local cultural and social factors that may negatively or positively affect the implementation of your AoP programme.
- ☐ Secure decision makers support.
- ☐ Define programme objectives.
- ☐ Find local partners to strengthen your AoP programme.
- ☐ Estimate participant cost and available funding. Secure a solid funding model. Think about issues such as transport, childcare, translation, catering, art materials, evaluation, promotion, venue and employment costs.
- ☐ Consider who could fulfil the role of the link worker(s).
- ☐ Plan training(s) for link worker(s) to ensure that your project or programme runs well.
- ☐ Select relevant referral channels. Make sure your referral channels understand the AoP concept. If possible, arrange a workshop where the referral channels can try the AoP concept for themselves.
- ☐ Prepare all the necessary paperwork - remember to consider data protection issues! You need to protect your participant and yourself.
- ☐ Build the structure of your Arts on Prescription programme.
- ☐ Develop the programme evaluation.




Remember to
breathe.
You will be fine!

STEP 1: Initial Setup

- ☐ Recruit art facilitators. To be perfect, they need not only artistic skills, but also excellent social skills.
- ☐ Link worker should organise an orientation meeting for art facilitators and link worker(s). Define the terms of collaboration.
- ☐ Train art facilitators as needed. Read more about Train the Trainers.
- ☐ Choose the venue. Think about accessibility.
- ☐ Develop procedures for the recruitment of participants.
- ☐ Plan a promotional campaign about the programme as needed.
- ☐ Recruit the participants. Remember to obtain all necessary approvals.
- ☐ It is important that link worker(s) offer ongoing communication and support with the participants.
- ☐ Ensure that participants understand all terms of participation [Read more about terms of participation.](#)
- ☐ Inform the art facilitators about any special requirements that the participants may have.
- ☐ Explain the evaluation process and obtain written consent from participants.

STEP 2: Run AoP programme

- ☐ Allow time for breaks and snacks.
- ☐ Plan time for pack-down and evaluation of the activity.
- ☐ Ask participants about their feelings and opinions after each workshop.
- ☐ Share the participants' opinions with the art facilitator/s.
- ☐ If necessary, adapt the AoP programme to the needs of the participants.
- ☐ Plan a wrap-up activity at the end of the 8-12-week programme to gather feedback from participants to improve your next AoP programme.



Always learn from your experience!
Plan your next AoP programme.

STEP 3: Aftermath

- ☐ Share experiences between all those involved, i.e. referral channels, culture and arts facilitators, steering group/decision-makers in the AoP programme.
- ☐ Communicate your experience with the public to promote further interest in participating in AoP programmes in the community.
- ☐ Develop a plan for the promotion and sustainability of your AoP programme.

Your own creative space!