

Questionnaire for New Partners

These questions are to help us get to know your facility. Please send us your responses in writing or contact us by phone if you prefer to share your information verbally. We're looking forward to learning more about you!

Organizational Information

- Name of organization
- Address of organization
- Borough
- Phone
- E-mail
- Contact person's name and titles
- Brief mission statement

About You

- Name
- Title
- How long have you been in your present position?
- Briefly describe your role in the organization.
- Would you be interested in having more live music-related events at your facility?
- What is the most rewarding aspect of your job?
- What is the most challenging aspect of your job?
- What role does music play in your work?
- What role does music play in your life outside work?
- What type of music do you most enjoy listening to?
- Do you attend live music events?
- What do you personally hope to learn or achieve as a result of the proposed workshop or music event?

Performance Facility Information

- Address / phone number of possible live-music event location (if different from above)
- Facility hours (if applicable)
- Directions to site (by public transportation and car)
- Do you have parking facilities?
- If yes, is there a special pass or procedure required for parking?
- Is the proposed performance space an open or closed environment?
- What is the seating capacity?
- Can you provide chairs for the event?



- Can you provide simple refreshments for the artists (water, juice, and so on)?
- Is there a secure space for the artists and their personal belongings?
- Do you have a piano on the premises?
- If yes, please describe (model and condition).
- Do you have a sound system? If yes, please describe in detail (model and condition, number of inputs, whether it is primarily used for lectures or live music).
- Do you have any of the following equipment: backline, amps, monitors, microphones and microphone stands, music stands, armless chairs, projector and screen? (Attach specs if available.)
- Do you have audio recording capability?
- Do you have video recording capability?
- Please let us know anything else that might be helpful for a performer to know about your venue.

About Your Audience

- Who would the audience be for musical events at your venue?
 - Residents/clients?
 - Staff?
 - Community?
- How large do you expect the audience of residents and staff to be?
- How many people use/live in your facility?
- What is the average time spent in the facility by members of your user population? Do residents cycle in and out, or do they reside there for long periods? How long is a typical stay?
- What are the residents like? Will they have a clear understanding and interest in what is being offered?
- Do you think your staff would appreciate live music events at your facility?
- Please age range of your typical audiences in percentages of total:
 - 1–18
 - 19–25
 - 26–40
 - 41–65
 - 65+
- Please describe the racial/ethnic and religious breakdown of your population, in percentages.
- Please describe the racial/ethnic and religious breakdown of your staff, in percentages.

Programming

- Would longer workshops, single performances, or a combination be most appropriate for your residents? Your staff?
- Would events work best in one location, or are there benefits to your audience if the musicians spend shorter periods of time in several places?
- Would you like events in languages other than English? If yes, list language(s).
- Would you need to publicize the event to get an audience, and if so, how would you do this?

Staffing and Support

- How large is your facility's staff?
- How many staff members will be assigned to work with us on Musical Connections ?
 - Planning and implementation
 - Managing the event on site
 - Evaluation and assessment
- Could you or another member of staff stay with the musicians throughout their visit?
- If a staff member has been assigned, is s/he liked and trusted by the resident population? Interested in music and the arts? Empowered to make decisions and handle the necessary logistics?
- If the artists are moving to different locations, who would coordinate this?

- What style of music do you think would be most appreciated by your population?
- What style of music do you think would be most appreciated by your staff?
- Please let us know if you have any additional interests or concerns in connection with your audience.

The Arts at Your Facility

- Has your facility ever hosted live music events? If yes, please give details.
- Do you currently have music workshops or other musical activities at your facility? If yes, please give details.
- Do you have existing partnerships with any other musical organizations?
- Do you currently have related recreational or other creative programs? If yes, please give details.
- Do you partner with other organizations like ours to present your current recreational/creative/developmental program? If yes, please give details.
- Do you partner with other organizations like yours on creative programs? If yes, please describe.
- Which activities does your population most appreciate and why?
- Which activities does your staff most appreciate and why?
- Does your facility population or staff request particular types of activities that are not currently offered? If yes, please describe.
- What are the obstacles to having more (or any) live music concerts/workshops at your facility?