

# Setting up your Playlist for Life Help Point



[playlistforlife.org.uk](http://playlistforlife.org.uk)





# Welcome to the growing Playlist for Life family!

You are joining a national network  
of Music Detectives, supporting people  
across the UK to start using Playlist for Life.



The music you have heard throughout your life can still reach you if you develop dementia. This is the powerful secret you will be sharing with people who need it.

Listening to personal music can actually help manage dementia symptoms. It can strengthen relationships and reconnect families. It can bring moments of happiness to people who are living with a horrible and life-limiting illness. It is cheap, simple and something anyone can do.

But only if people know about it.

Your Help Point is going to help spread the word and get people in your area started with the power of personal music. Thank you!

To get your Help Point going you need to do four things:

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Let's get started!



# Music helps people with dementia

Four steps to using the soundtrack of your life



Even if parts of your brain are damaged music can still reach many other parts. It can help:

- Manage symptoms of memory loss
- Improve mood
- Reduce the need for drugs
- Strengthen relationships and reconnect families

This venue is a Playlist for Life Hub. If you have a question or want to get involved come to Coppa Time.

[www.playlistforlife.org.uk](http://www.playlistforlife.org.uk)

**Playlist for Life**  
Personal music for dementia

## Put up your sign

1

Hang your sign in a popular spot so that people are sure to see it.

The sign for your Playlist for Life Help Point is big. It's designed to make it clear your organisation is a Help Point and define the space where people can come to pick up leaflets or get advice.

That's why we recommend it goes on the wall or separate display board, rather than a busy noticeboard.

Before you hang it up there is a bit you need to complete yourself, in big black pen at the bottom right.

Please complete the details of when your Help Point will host its regular drop in Cuppa Time.

Once you've done that, think about where you will hang the sign:

- Somewhere busy so people will see it
- Enough space so people can read it and not block the way for others
- A display board can be moved around
- A wall means people know where to come
- Next to a table or shelf to hold your materials.

Once your poster is up, why not take a photo and email it to us? Then we can promote it on social media and put you on the Help Point Map on the Playlist for Life website.



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## Organise your materials

Your pack includes materials you should display next to your sign.

### 1 x 100 songs from 100 years book

This amazing resource was developed and donated by a volunteer Music Detective called Peter Grech. It lists the top 100 songs for every year between 1915 and 2015. A great tool for people to browse through for inspiration.

This copy is free but people can buy more in the shop on our website.

### 50 x Get Started leaflets

Inspired by Panini sticker books – fold out the leaflet and it becomes a wall chart with spaces for different songs. People can fill them in gradually to create their playlist over time. And stick it on the wall if they like, so visitors can know their playlist too.

You can order more of these in the shop on our website.



## Black and white printables

### Personal Music Journal

### Pack of information sheets

We have included a small supply of these materials to get you started. Also included are mastercopies so you can produce more locally using a photocopier (don't forget to click 'double-sided printing on the controls').

These materials have been developed in response to what families said they needed. They are a Personal Music Journal for explaining the significance

of songs on the playlist and a pack of information sheets on how to listen to your music.

If your mastercopies gets lost or tattered, you can download a new one from the Resources section of our website.



## Organise Cuppa Time

3

Many people will start using Playlist for Life just by reading your sign and materials, but sometimes people get stuck.

We ask every Help Point to advertise a regular drop in slot when you will make sure someone is available to answer any questions. We call it 'Cuppa Time' (the name given by one of the first Help Points in Strathblane Church and Library). If you are already running a regular event why not run your Cuppa Time as part of it? Just make sure everyone running that event completes our eLearning.

All you need to run your Cuppa Time is:

- 1 A trained volunteer
- 2 A kettle
- 2 Some cups, tea, coffee, milk, sugar, biscuits
- 2 A few seats in a quiet corner

People can then come along to ask a quick question. Or they can stay for a cuppa and chat about their music and how it is working for them.

### Your pack includes:

- Rota Sheet (mastercopy) for you to organise your Cuppa Time volunteers
- Sign-in sheet (mastercopy) to be used at each Cuppa Time to record who came and what they needed (remember to keep the completed sign-in sheet so you can feed this information back each quarter)
- Frequently Asked Questions (mastercopy) for Cuppa Time volunteers to keep handy
- Supply of coloured posters to help publicise your Help Point in the local community
- A vinyl sticker for a window at the front of your building



It doesn't matter if your Cuppa Time is weekly, fortnightly or monthly - but it needs to be regular, so people know where and when to come. There is space on your Help Point sign to say when yours will be.

You've fixed the time - now what?





## Trained Volunteers

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Your volunteers will be running your Help Point. If you haven't done so, now is the time to carry out the necessary CRB / PVG checks for these volunteers. These checks are the responsibility of each Help Point and are necessary to safeguard your service users.

All your volunteers will have access to our free eLearning. This short course gives them an understanding of what dementia is, how to work with a person with dementia and how to make a playlist. By completing the eLearning your volunteers will be ready to run your Cuppa Time session. For those wishing to learn more about the science and medicine around dementia we also recommend a free online course run by the University of Tasmania.

Volunteering to support Cuppa Time can be a fascinating and energising role, but it will not suit everyone. Your organisation is responsible for ensuring volunteers at your Help Point are right for the role.

Things you might want to think about:

- **Maturity**

Dementia is a life-limiting illness. You need volunteers who are able to deal with that and are willing to learn about how dementia affects people.

- **Basic tech skills**

Often people come to Cuppa Time looking for tech advice. Volunteers don't need to be Bill Gates, but it is good if they have basic computer skills and personal experience of listening to music on a phone or MP3 player.

- **Safety**

Dementia can make people vulnerable and so you must make sure any volunteers working with people with the illness have completed the necessary legal and safety checks.

You should advise all your volunteers NEVER to take someone's bank details.

If people need help with purchasing, then they need to provide your volunteer with vouchers for a music supplier (like Amazon or iTunes).

If there are any questions you cannot answer locally just email  
[info@playlistforlife.org.uk](mailto:info@playlistforlife.org.uk)

And that's it.  
 Congratulations! You've set up your Help Point.



## Keeping In Touch

Once your Help Point is up and running, we will be in touch three times a year to find out how things are going.

You can send us an email to **info@playlistforlife.org.uk** or phone **0141 404 0683**.

Or if you would like to set up a new Help Point, please complete the registration form on our website.

**playlistforlife.org.uk**

Playlist for Life is a registered charity: SC044072