

PLANNING ACTIVITIES FOR VISION DAY LOGISTICS AND DESIGN

OVERVIEW

This activity enables the group to form a shared idea of the type of event they want to plan and host.

OBJECTIVES

To create a shared image and purpose for the vision day

To create feelings of excitement, anticipation, and clarity related to the upcoming event

TIME REQUIRED

Approximately 1.5 hours

NOTES

This activity can help inform how recruiting and communication efforts will take place. Think about doing this activity first, and then focusing on the other tasks.

WHAT	TIME	HOW	MATERIALS
Step 1: Setting the context	5 min.	<p>Ask the group to think back on a great event that you have been a part of. Ask them to think silently about the following:</p> <ul style="list-style-type: none"> ■ What images come to mind? ■ Who was there? ■ What were they doing? ■ How did you feel? ■ What was exciting about the event?" 	
Step 2: Brainstorming	20 min.	<p>Have the group imagine that the vision day has just occurred. Say to them, "It is the day afterward, and you are writing a letter to your friend from out of town, telling her all about the great event. Take 5 minutes now to write that letter."</p> <p>In small groups, have people share the key elements that they talked about in their letters. Each group should write those elements on a flip chart and share them with the full group.</p> <p>After each group has reported, conduct a discussion:</p> <ul style="list-style-type: none"> ■ What did you hear that from the groups that stands out for you? ■ What were the similarities? (make checks by these items on the flip charts) ■ What were the differences? (circle these on the flip charts) <p>Based on this, what can we say are the objectives for our vision day? (Make a list of short, objective statements starting with "To...".)</p>	<p>Paper and pen or pencil for each person</p> <p>Flip chart</p> <p>Markers</p>

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WHAT	TIME	HOW	MATERIALS
Step 2 Adaptation		If you do the brainstorming session as indicated, people think about the answers to the above questions silently. If you do not have time to do the full letter-writing activity, then answer the questions in step 1 as a group, and think about asking a final question such as “What are the key elements that we should have in our vision day event?” Log the answers on a flip chart.	
Step 3: Planning	45 min.	<p>Start planning by referring to the list of objectives that you have just created. Divide the group into teams of 3 to 4 people each. Ask each group to brainstorm 5 to 7 SPECIFIC tasks that will be needed to accomplish the objectives. Ask that they write each task using an action word on a half sheet of paper using big and easy-to-read letters. It is helpful to provide a sample half sheet with a model of what this looks like.</p> <p>Say to the group, “When you are brainstorming tasks, focus only on tasks that have to do with design and logistics, and forget about publicizing the event or getting people to come. We are going to deal with these tasks later.”</p> <p>After everyone has finished working, ask each team to pass up its 2 clearest sheets, and put them on the sticky wall. Start to find pairs, and form clusters of like ideas until all the sheets are on the wall—these become the task areas.</p> <p>Finish by having small groups work on filling out a task worksheet for each area (see page 175) that is shared with the whole group.</p> <p>NOTE: If the group is experienced in planning, you can skip the task of brainstorming on half sheets and facilitate the creation of the main TASK AREAS that need to be addressed in logistics and planning.</p>	<p>Half sheets</p> <p>Markers</p> <p>Sticky wall¹</p> <p>Planning worksheets</p>
Step 4: Reflection	5 min.	<p>Have a short discussion. Ask the group,</p> <ul style="list-style-type: none"> ■ “What excites you most about our planning?” ■ What are you worried about? ■ Is there anything that we are missing? ■ When should we get together to report on progress on tasks?” 	

¹ Sticky walls are large pieces of nylon fabric coated with spray adhesive. They can be obtained through the Institute of Cultural Affairs at www.ica-usa.org. You can create your own “sticky wall” by purchasing a large piece of rip-stop nylon from a fabric store and spraying it with aerosol sticky mount (sold in photography and office supply stores).

CHECKLIST FOR LOGISTICS AND DESIGN

- _____ Space—Is it large enough? Too large? Is it a place where everyone likes to go? Is it centrally located? Does it have wall space? Are there signs to let people know exactly where to go? Is it set up in a manner (formal vs. informal) that will make everyone feel comfortable?
- _____ Food—Is there enough? Are there things that we can get donated? Is it something that people of all ages like? Is it something that can wait in case we are a little behind schedule?
- _____ Materials—Is there enough paper? Markers? Tape?
- _____ Registration—Do we have a sign-in list? Who will staff the registration table?
- _____ Fun!!—Is this built in? Are there icebreakers and energizers?
- _____ Welcome—Do people have a chance to interact with each other right away? Have we confirmed any special people to come and give opening words? Are these people viewed as neutral?
- _____ Comfort—Will everyone be able to hear? Are there facilities for people with disabilities? Is it safe for younger children?
- _____ Documentation—Who will type up the flip charts and other work at the end of the day? Who will make sure it gets back into the hands of the people who came? Do other people need to receive copies?
- _____ Facilitation—Should the facilitators be from the community, from outside, or a combination? How big do we expect the group to be? Do we have a plan for getting the facilitators updated on the logistics and design?
- _____ Reflection/Evaluation—Have you built in time for the planning team and facilitators to reflect on the day after it is over? How will you get feedback from the participants?



BE CREATIVE IN DESIGNING YOUR EVENT!

- *Incorporate dance, art, music, and entertainment.* Share and celebrate local culture! During the vision day of the Salish-Kootenai Tribes of Western Montana, a cultural group was there the entire day. When it was time for small groups to come together, their drumming provided the cue. During lunch, participants enjoyed watching native dances, seeing skits on social issues, playing game shows like "Reservation Jeopardy," and participating in a round dance.
- *Examine the past to think about the future.* Do the history wall exercise described on page # as a way to get people thinking and engaged and as a way to make sure that the gifts and challenges in history are incorporated into the future.
- *Appreciate people.* Do any of the activities on page 80.
- *Make it real immediately.* If you spend the day after the vision day doing planning, people will feel that it can become a reality. Or, half of the vision day can be a service event—painting a building or cleaning up a vacant lot—where people have a chance to see the power of working together right away.
- *Celebrations, parties, barbecues!* A community group in Grand Canyon, Arizona, did not have a single vision day but set up various events where people contributed to a shared vision. One event was a community barbecue. Two other events were dances for middle and high school students where the work on the vision was followed by a DJ and dancing.

RECRUITING PARTICIPANTS

Recruiting is a key task—90 percent of people will attend because they were spoken to, not because of something they read or heard on the radio. Community groups have used many tools and techniques to successfully recruit participation for vision events. There are often people in a community that just seem to have a knack for getting people to do things or come to events. One of the best strategies for recruiting participants is to identify just 3-4 people who know lots of people or who are good at doing marketing for events and see if you can put them into action.

On the following pages are several activities for recruiting participants. They can be used as independent activities or in combination with each other on page 151 is a checklist for recruiting.