



HOW-TO

Design Darts



GET READY! Agree on your goals for using this tool.

Remember to work with your Partnerships for Parks (PFP) Outreach Coordinator (OC) when using input-gathering tools. Your OC can answer questions, offer suggestions, and help you work well with Parks throughout the capital process. To find your OC, visit the People Make Parks (PMP) Website.

BEGIN PLANNING: AT LEAST 3 MONTHS BEFORE

- Review the Event Planning Tool, Timeline, and Checklist.
- Discuss your goals in using Design Darts. Use the questions below as a guide:
 - > WHY do we want to use the Design Darts tool?
 - > WHO do we want to reach with Design Darts?
 - > WHAT information about the park's current condition do we want to capture with Design Darts?
 - > WHEN do we want to host Design Darts, so that the most people can attend?
 - > DO WE NEED instructions and materials for Design Darts in multiple languages – or have an interpreter at the event – to reach non-English speakers/readers?
- Think about questions you'd like people to answer with Design Darts. Use the ones below as a guide:
 - > What elements in the park do you like and want to keep? Mark them with green stickers labeled "Keep."
 - > What elements in the park do you want repaired? Mark them with yellow stickers labeled "Fix."
 - > What elements in the park don't you like and want removed? Mark them with red stickers labeled "Remove."

ORGANIZE: AT LEAST 2-2 1/2 MONTHS BEFORE

- Finalize the Design Darts questions and decide, in consultation with your OC and the Park Manager, whether to use Option 1 (marking actual objects in the park) or 2 (marking places on an enlarged map).
- Option 1: Print words (e.g., Keep it. Fix it. Remove it.) on the rectangular stickers, to make it easier for people to know what each represents.
- Option 2: Find a map of your park (see map source options below suggested materials).
- Enlarge the map by 3' x 4' so that you can comfortably work on it.
- To add details, walk through the park noting placement of buildings, play equipment, sidewalks, fences, lights, benches, and trees. For more exact measurements, take photographs and use a tape measure.
- Add major features in pencil, trying to approximate dimensions and placement. Use rectangles and squares to represent benches and play equipment, circles to represent trees, and thicker lines to represent fencing. See the attached example.
- Walk through the park again to check the detailed map. Once you've finalized placement, draw over the pencil lines in thin, black marker.
- If you find it hard creating a detailed map, work with your OC or a volunteer architect or landscape architect to complete this part of the activity.

SUGGESTED MATERIALS:

Option 1: Design Darts on objects in the park:
> Multi-colored rectangular stickers

Option 2: Design Darts on an enlarged park map::
> Multi-colored small, round stickers
> Enlarged map of your park (approximately 3' x 4')

MAP SOURCES:

> Google Maps, which has satellite maps of what your park looks like now Zoom in to get a larger image that includes the park's basic outline and largest features. LINK: <http://maps.google.com/>.

> DOITT's City Maps Website, which has pictures of the location where your park sits in the years (1924, 1951, 1996, 2006, and 2008). Zoom in to get a larger image of the park's basic outline and largest features. This site doesn't work with older versions of Internet Explorer: LINK: <http://gis.nyc.gov/doitt/nycitymap/>.

> Your OC, who can work with Parks or their local Special Events office to help you get a map of the park.

ORGANIZE (continued):

- Once your group has agreed on details, copy the enlarged, detailed map and add a legend or key to explain what the sticker colors mean (Green – Keep; Yellow – Fix; Red – Remove). Translate instructions and key into multiple languages, if working with non-English speakers/readers

OUTREACH: ONE MONTH BEFORE

- Practice leading the Design Dart activity by inviting your OC and representatives from local organizations to participate in a run-through.
- Afterward, ask people for feedback about their experience.
- Based on that feedback, and your own observations, make changes to the activity as needed.

GET SET! Check last-minute details leading up to the event.

PREP FOR THE EVENT: 2-3 WEEKS BEFORE

- Review the Event Planning Tool, Timeline, and Checklist to be sure your group is on track.

GO! Host the event & make sure everyone is heard!

- Set up the Design Darts materials (Option 1) or map (Option 2) on a table in a central or highly visible location(s) in the park.
- When people approach, explain what the Design Darts activity is and how it relates to the capital project.
- Specific Instructions:
 - > Give each person three stickers of each color (9 in all) and ask them to place them on features in the park or map that correspond to their preferences (Keep it. Fix it. Remove it.).
 - > For Option 1:
 - > Assign a group member(s) to count the final tally of stickers at the end of the day.
 - > Photograph the stickers to use in your visioning report.
 - > Afterward, remove the stickers, being sure not to leave any in the park.
- After the activity, explain to people how the Design Dart information will be shared with Parks and used to inform a new design. Let them know how they can stay involved with your group and the capital project going forward.
- For Option 2: Collect the completed Design Dart map for review.

RUN WITH IT! Explore and share what you learned.

DEBRIEF: WITHIN 1-2 WEEKS

- Review the final tally of stickers and photographs (Option 1) or map (Option 2), paying attention to the park features marked most frequently. Take note too of features that received a range of responses, with some people liking the feature and an equal number wanting it fixed or removed.
- Tally responses by categories (i.e., liked features, features needing repair, disliked features).

ANALYZE AND DOCUMENT: WITHIN 1-2 MONTHS

- Read the Event-Planning Tool to learn what to include in your 1- to 2-page Design Darts summary.

ANALYZE AND DOCUMENT (continued):

- Draft, review, and revise the summary, until you're ready to show it to your OC. With his or her help, further edit, if needed, to create a final version.
- If you've only used Design Darts to gather input, start planning future events or explore other tools you can use to discover what your community wants in a new park.
- Once you've gathered input using at least three tools, on different days, and/or from at least 50 people, depending on the size of your community and park, you should have enough information to write a full Visioning Report that can be shared with the community, your community board, and Parks.

