HOW-TO \Design Hoops

GET READY! Set 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 Hoops. Use the questions below as a guide:
  > WHY do we want to use Design Hoops?
  > WHO do we want to reach with Design Hoops?
  > WHAT information, especially about kids’ and teens’ goals for park improvements, do we want to collect with Design Hoops?
  > WHEN do we want to use Design Hoops so that the largest number of youth can attend?
  > WHERE do we want to use Design Hoops to promote strong turnout?
  > DO WE NEED signs and instructions for Design hoops in multiple languages – or have an interpreter at the event – to reach non-English speaking kids and teens?

ORGANIZE: AT LEAST 2-2 ½ MONTHS BEFORE
- Choose three or four park issues that you’d like kids and teens to vote on as priorities for park improvements. For example:
  > More green space
  > Better play equipment
  > Multi-use recreation spaces
  > More seating and “hang-out” spots
  > Less concrete, more plants
  > Improved safety and lighting
- Decide what to use for hoops (e.g., garbage can or basketball hoop) or whether to make ones using durable materials that can withstand outdoor conditions and heavy use.
- Create one hoop for each priority, or multiple hoops for each, if they’ll be placed in more than one location.
- Find magazine or newspaper images, photographs, or illustrations that represent each priority.
- Attach the images with glue, tape, or spray fixative to white paper sized to each hoop. Alternatively, attach the images directly to the hoop, if the surface allows. If neither is possible, attach the images to foamcore board that can be placed behind the hoop. The purpose of the images is to visually show kids and teens what priority they’re selecting. For example, use tree and flower images for “Less concrete, more plants” and jungle gyms and swing photographs for “Better play equipment.”

SUGGESTED MATERIALS:
> Large baskets, cans, hoops, tubes, or similar object into which kids can toss a ball
> A handball or other ball that bounces
> Images from magazines or newspapers, photographs, or illustrations
> White paper
> Glue, tape, or spray fixative
> Clear packing tape
> Small, prize items

OPTIONAL:
> Foamcore board
OUTREACH: ONE MONTH BEFORE

- Decide whether to have teens facilitate the activity; teen facilitators increase the likelihood that youth will participate.
- To find teen facilitators:
  > Create a list of local organizations that work with youth.
  > Contact them for help with recruiting. If needed, create recruitment posters.
  > Interview teens. Select ones who are outgoing and ideally have interest in ongoing park efforts.
- Create a brief (one-page) facilitation guide for teens that explains Design Hoops, best engagement practices, and documentation. See sample guide.
- Choose a group member to lead teen training.
- Practice leading the Design Hoop activity by inviting your OC and representatives from local organizations to a run through. Alternatively, reach out to local youth for the 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 Hoops in a central or highly visible location(s).
- Draw or tape a line a few feet away from the hoops from which kids and teens will make their throw.
- Station facilitators near the hoops.
- Assign group members to provide support to teen facilitators, if used.
- When kids and teens approach, explain the Design Hoops activity and how it relates to the capital project.
- Ask kids and teens to write a check on the hoop that represents their chosen priority.
- After marking the hoop, have the participant stand at the pre-identified line.
- Give the participant three chances to bounce the ball in the hoop; if the ball goes in, offer a small prize.
- After the activity, explain to teens how Design Hoops 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.
- Have a group member collect the Design Hoops for review.

RUN WITH IT! Explore and share what you learned.

DEBRIEF: WITHIN 1-2 WEEKS

- Count the number of check marks on each hoop.
- Note any additional comments written on the hoops.
- Discuss what conclusions can be drawn from kids’ and teens’ priority selections and comments.
ANALYZE AND DOCUMENT: WITHIN 1-2 MONTHS

- Read the Event-Planning Tool to learn what to include in your one- to two-page Design Hoops summary.
- 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 Hoops 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 to write a full Visioning Report that can be shared with the public, your community board, and Parks.