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 Model Making. Use the questions below as a guide:
  > WHY do we want to use the Model Making tool?
  > WHO do we want to reach with Model Making?
  > WHAT information about people’s vision for a future park do we want to capture with Model Making?
  > WHEN do we want to host an event that includes Model Making, so the most people can attend?
  > WHERE in our community do we want to host the event?
  > DO WE NEED to print signs for Model Making in other languages relevant to our community - or have a translator available during the event - to reach the widest audience of potential park supporters?
- Discuss questions you’d like people to answer with Model Making. Use the ones below as a guide:
  > What activities would you like to do in your dream park?
  > If you could have any play equipment in your dream park, what would it be?
  > What do you wish you could do in the park that you can’t now?
  > Where would you like people to sit, play, and walk in your dream park?
  > How would you like to move, enter, and exit your dream park?

ORGANIZE: AT LEAST 2-2 ½ MONTHS BEFORE

- Finalize the questions you’ll ask during the Model Making activity.
- Decide which art materials to use for models. If your budget is limited, visit Materials for the Arts (http://www.mfta.org/) to find free ones.
- Decide which group members will run and document the activity.

OUTREACH: ONE MONTH BEFORE

- Create signs and write prompting questions in all languages relevant to your community, so you reach the widest audience of potential park supporters.

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.

ALMOST THERE: DURING THE LAST WEEK

- Purchase art materials and related supplies.
ALMOST THERE (continued):
• Create model bases that mirror the shape of the actual park. Make enough for the number of people you think will participate or limit the number of bases to what you can reasonably document.

GO! Host the event & make sure everyone is heard!
• Set up two to three tables with model bases and art materials in the center of each.
• When people walk up to the tables, explain what the Model Making activity is, and encourage them to create a model of their dream park inspired by your prompting questions.
• After a person completes his or her model, conduct a brief audio or video interview, asking the person to explain what s/he created for the dream park and why.
• Alternatively, take a photograph of each model and write a note on the base indicating the age, gender, and zip code of the person who made it. Ask the person to write a brief description (up to a few paragraphs) about his or her dream park for later report writing.
• If you record audio or video or take photographs of children, have their parents sign a release that allows you to use these recordings or images in a report or on your Web Site.
• Tell people what you plan to do with their models, and let them know how they can stay involved with your group and the capital project after the event is over.
• Assign a group member to collect the models when the event is over; store them in a safe place for later review.

RUN WITH IT! Explore and share what you learned.

DEBRIEF: WITHIN 1-2 WEEKS
• Review the models and interviews, paying close attention to words, features, and activities that appear frequently.

ANALYZE AND DOCUMENT: WITHIN 1-2 MONTHS
• Have a smaller group draft a summary of the Model Making findings.
• In addition to the items described in the report summary section of the PMP Event-Planning Tool, you can also include for Model Making:
  > A Wordle (http://www.wordle.net) image capturing the most common features, elements, and/or activities participants wanted in their dream park.
  > Key representative quotes or comments, especially from kids and teens.
  > Optional: One to three interview excerpts (250-300 words) that will be strongly remembered by readers.
• If you’ve only hosted a Model Making event, start to plan future community input-gathering events or explore other tools you can use to get a stronger idea of what your community wants in their new park.
• Once you’ve gathered community input on more than one day, used at least three other tools, and collected input from at least 50 people, depending on your park’s size, you should have enough information to write a full Visioning Report.