



Coordinator Checklist

Time and Place (3 months prior to event)

- Refer to Walkability Workshop Information for Interested Host Group to find a co-host for the workshop. This leader(s) can play a significant role to help determine the best time for the workshop, identify attendees, identify local issues, and promote the event.
- Identify community to hold the session (talk to local community groups to determine areas where there are concerns about walking and biking).
- Identify a time to hold the session with the co-host. Ensure that it does not conflict with other local activities. Need room for 4-5 hours (includes set-up, registration and clean-up). The workshop itself is 3 hours. Avoid meal time or add additional time to accommodate this. Consider that evening sessions may allow for greater citizen participating.
- Consider presenting walkON information sessions to help identify champions, local issues to address at the workshop, and to promote the workshop.

Attendees (3 months prior to event)

- Develop list of attendees (see list of possible invitees).
- Send out local invitations (use invitation template).
- Request “letters of support” from leaders if appropriate or ask local leader e.g., mayor to co-sign letter of invitation with you.
- Track responses to invitations.
- Consider asking the following questions when people register to help shape the workshop (a summary can be presented during the event).
 - Are they are doing anything to improve local walking and cycling conditions?
 - What do they think is a barrier and a support to local walking and cycling
- Consider asking the following questions to help engage people and promote the event:
 - Would they like to be involved (facilitate a break-out group, send a photo example, workshop introduction)?
 - Would they distribute workshop flyers/leaflets or post a sign about the workshop?

Logistics (3 months prior to event)

- Book event location considering the following:
 - Walking distance to area of concern for walkabout.
 - Room that can be darkened for presentation.
 - Wheelchair accessible.
 - Need room for 4-5 hours (includes set-up, registration and clean-up). Additional time if meal is required.
 - Need somewhere to post flip chart pages.
- Book audio visual equipment.
 - digital projector,
 - laptop,
 - flip charts and stand,
 - screen (not needed if there is a wall in the room to project presentation),
 - extension cord,
 - power bar.



- Order refreshments (consider *Environmental Health Tip*: avoid bottled water if possible (alternative juice jugs and re-usable plastic cups). Minimize food packaging).
- Determine who will take notes at the workshop (hire externally or recruit someone attending).

Promotion (Ongoing)

- Determine local areas to promote the workshop.
- Customize marketing materials (see media release and poster/flyer).
- Issue walkON media release.
- Place poster or flyer in local areas (e.g., service clubs, schools, environment clubs, municipal offices (health, planning, transportation, parks and rec., economic development), Business Improvement Association, library, convenience store, trail system, church).
- Ask groups to spread the word, inviting people to register.
- Foster ownership (consider the following):
 - Ask planning or mapping department to produce a simple black and white map of the area for the workshop.
 - Invite agencies, service clubs, local designers, planners, and others to set up a display at the workshop.
 - Ask politicians to make opening remarks (make sure they understand the importance of walkable communities).
 - Ask local leader to highlight local issues at workshop.
 - Recruit high school students to register people, hand out refreshments, and participate. Ask them to hand out flyers downtown on a weekend before event.

Tailoring the Workshop (2 weeks prior to workshops)

- Scope out issues of importance that affect walking and biking (what and where), look for areas of shared concern. Try to focus on a particular area.
- Finalize workshop agenda with time and location details. Add time for registration and indicate if there will be displays available for viewing.
- Photograph a few local examples or hot issues for slide show. Capture successes (usually old downtown area – pre-car) and problem areas (e.g., sprawl, regional collector roads). Photograph arterial and a local road from new development and one from original town centre
- Identify local stats on obesity levels if available (for one slide).
- Send reminder to attendees.
- Sketch a walkabout of 30 minutes. If possible provide a route with shortcuts back to the workshop location for those with a diminished ability to walk.
- Brief Facilitator**
 - Forward local photos and data to be added to generic power point presentation.
 - Indicate if you or a local leader will include a 5 minutes overview of local issues after main talk (details will be discussed by the group later in the workshop).
 - Forward names of people (and their affiliation) or groups that you think Paul should be aware of.
 - Summarize the rational and key local issues for the workshop i.e., “Why we want to do the workshop in this community?”**

Workshop Materials (2 weeks prior to workshop)



- Prepare maps.
 - Large black and white line drawing from the municipal planning department – often referred to as a “Property Data Map”. It needs to cover all geography relating to the issues raised. It could cover the entire community if issues such as sprawl are relevant. Maps should be to scale with a scale bar if possible. Street names should be labelled. Need about one map per 6 people with a few extras. Scale will vary depending on size of area.
 - Print 11x17 version of the map for each participant to use during the walkabout.
- Felt markers (non-toxic), pencil crayons, sharpener, masking tape, metric rulers.
- Name tags.
- Sign-in sheets (get e-mail and post addresses with postal code).
- Agenda printed or on large flip chart paper (see draft agenda -- you may wish to remove some of the facilitator notes from the agenda)..
- Evaluation Forms (to be developed).
- walkON Highlight Report.
- walkON Walkable Community Checklist.
- Booklets on health impacts of sprawl (Road Injuries. Obesity, Social and Mental Health, Air Pollution) Ontario College of Family Physicians tel. (416) 867-9646.
- Contact information for local coordinator.
- Small first aid kit.

Day of Event

- Ensure working computer, data projector and screen, a number of flip-charts with the necessary markers and tape or tacks.
- Set out a place for attendees to register, refreshments and displays.
- Layout workshop agendas and other handouts.
- Ensure date for follow up session is set.

After Event

- Book location and logistics for follow up session.
- Call individuals that didn't attend to identify reason and to invite them to the follow-up session.
- Get report from facilitators and distribute to participants and invitees with a reminder about the follow-up meeting including details.
- Call people who were assigned tasks to encourage action.