

# Place Evaluation Workshop

## Workshop Checklist

### Presentations

- ✓ Introductory Placemaking PowerPoint
- ✓ PowerPoint segment showing the study sites (map and photos)

### Handouts

- ✓ Copies of workshop agenda
- ✓ Copies of Place Evaluation forms (ideally one for every participant)
- ✓ Small site maps that show evaluation sites (sites should be numbered)

### Meeting Space

- ✓ Near evaluation sites
- ✓ Spaces for teams to prepare their reports
- ✓ Set up room to encourage group discussion, for instance by placing chairs in a circle

### Audio-Visual:

- ✓ PowerPoint projector with all cables
- ✓ Laptop
- ✓ Extension cords
- ✓ Screen (for more than 75 people, bring a screen about 9 to 12 feet wide)
- ✓ Microphone (for more than 50 people)

### For front table:

- ✓ Name tags
- ✓ Sign-in sheets

### For each Placemaking team to use when they come back from the site:

- ✓ One flip chart for each team to use, with an easel if available
- ✓ Markers (one or two for each team/Placemaking site)
- ✓ Masking tape (or tacks, to hang flipchart paper)

### Other (not always necessary):

- ✓ Refreshments
- ✓ Large maps or aerial photos of the site to hang on wall or to draw on
- ✓ A translator