

VISION KIT: GUIDANCE ON GROUP FACILITATION

The Vision Kit is a self-led guide to engaging with a village center(s) of the user's choice, inviting the user to observe their current experiences of the village center(s) as well as reflect on what they envision for their future. While the Vision Kit can be exercised by an individual, we strongly encourage community members to facilitate it as a group.

The following agendas are suggestions on how to host this. If you have further questions or need additional brainstorming on how to make this happen, please do not hesitate in reaching out to zoningredesign@newtonma.gov.

PREPARATION *(for all scenarios)*

- **Invite** your neighbors or community members who you'd like to engage and hear from
- **Schedule** a day and time that works best for those interested (one tool you can use for this is the [online When2Meet tool](#)¹). Factor in how long you would like to spend on this exercise and communicate with everyone by what time it will end.
- **Identify a meeting spot** and make sure all attending have your contact information, in case they need to contact you if they get lost or are running late
- **Gather your supplies!** Determine whether:
 - Participants would prefer using [a printed copy of the Vision Kit](#)² or to [scroll through it on their phones](#)³
 - Participants would prefer to hand-write their notes out on a worksheet or simply submit their ideas and photos through their phone.
 - One group leader is responsible for printing the documents or whether each person will be responsible for themselves. *You can also pick up copies at City Hall – please contact zoningredesign@newtonma.gov if you need more than 5 copies, we want to make sure we have enough for you when you stop by.
- **Identify a tech captain!** Submitting to the Vision Kit is accessible for some and more tech-confusing for others. Find someone who feels comfortable engaging with applications on their smart phone to help others in submitting their photos and ideas.

¹ <https://www.when2meet.com/>

² <https://www.newtonma.gov/home/showpublisheddocument/70075>

³ <https://www.newtonma.gov/home/showdocument?id=70047&t=637571234636766238>

VISION KIT FACILITATION

Pick one from the following scenarios.

Scenario 1 – divvying up by theme: Each participant is tasked with observing and reflecting on one theme from the Vision Kit.

5-15 minutes

Welcome participants:

- Introduce yourselves
- review your agenda and the Vision Kit
- hand out printed copies (if needed)
- identify which theme in the Vision Kit each participant will focus on
- identify if someone wants to reflect through a theme not listed on the Vision Kit
- if desired, name a time and spot that all will return to share their reflections and ideas with each other
- ask if anyone has clarifying questions before getting started

30 minutes (or longer)

Each participant walks through the village center and follows the prompts listed in their theme. When they find something that feels important, they should take a photo and [submit this along with their observation or idea](#)⁴; if they don't have a photo but want to submit just text, they should do this [through the online interactive forum](#)⁵; or they can take handwritten notes or draw sketches.

15 minutes (or longer)

Everyone returns to your meeting spot for wrap up:

- Go around in a circle for people to share their observations, ideas, photos, and drawings
- If anyone had difficulty uploading their material, or if the group wants to collectively submit ideas/observations, work with your Tech Leader on ensuring this happens
- If anyone has hand-written or hand-drawn material they want to drop off at City Hall, plan for who will do that and when. This material can be dropped off at the Planning Department Office.
- Identify any community leaders who would like to host another Vision Kit with a different group of people!

Scenario 2 – divvying up by parts of the village center: Each participant is tasked with observing and reflecting on all the themes in the Vision Kit in one section of the village center.

5-15 minutes

Welcome participants:

- Introduce yourselves

⁴ <https://www.surveymonkey.com/r/newtonvillagecenters>

⁵ <https://pol.is/4vfmwwzdds>

- review your agenda and the Vision Kit
- hand out printed copies (if needed)
- identify which parts of the village center each participant will focus on. It may be helpful to have a printed map of your village center to clearly delineate the boundaries of each person's section.
- if desired, name a time and spot that all will return to share their reflections and ideas with each other
- ask if anyone has clarifying questions before getting started

30 minutes (or longer) Each participant goes to their section of the village center and responds to as many of the theme prompts in the Vision Kit as they can. When they find something that feels important, they should take a photo and [submit this along with their observation or idea](#)⁶; if they don't have a photo but want to submit just text, they should do this [through the online interactive forum](#)⁷; or they can take handwritten notes or draw sketches on the worksheet [\[insert link\]](#).

15 minutes (or longer) Everyone returns to your meeting spot for wrap up:

- Go around in a circle for people to share their observations, ideas, photos, and drawings
- If anyone had difficulty uploading their material, or if the group wants to collectively submit ideas/observations, work with your Tech Leader on ensuring this happens
- If anyone has hand-written or hand-drawn material they want to drop off at City Hall, plan for who will do that and when. This material can be dropped off at the Planning Department Office.
- Identify any community leaders who would like to host another Vision Kit with a different group of people!

Scenario 3 – go to pre-identified places to observe and reflect on as a whole group: The group, or leaders of a group, pre-identify particular parts of the village center that they want to bring the whole group to in order to observe and reflect on. A spot could be picked for each theme, or a spot could be picked to observe through the lens of every theme.

5-15 minutes

Welcome participants:

- Introduce yourselves
- review your agenda (including the spots that were picked, the individuals who picked them, and the order within which you'll go to these spots) and the Vision Kit
- hand out printed copies (if needed)
- ask if anyone has clarifying questions before getting started

⁶ <https://www.surveymonkey.com/r/newtonvillagecenters>

⁷ <https://pol.is/4vfmwwzdds>

30 minutes (or longer) One or a couple leaders will guide the whole group to the spots chosen. After arriving at the spot:

- give participants some time (at least 5 minutes) to observe and reflect on the spot, either through the lens of one theme or through whatever themes feel relevant.
- give participants time to take photos and [submit this along with their observation or idea](#)⁸; if they don't have a photo but want to submit just text, they should do this [through the online interactive forum](#)⁹; or they can take handwritten notes or draw sketches
- If desired, allocate a bit of time for participants to share their thoughts with the whole group before moving onto the next spot.

15 minutes (or longer) After spending time at your last spot, wrap up:

- Go around in a circle for people to share their observations, ideas, photos, and drawings
- If anyone had difficulty uploading their material, or if the group wants to collectively submit ideas/observations, work with your Tech Leader on ensuring this happens
- If anyone has hand-written or hand-drawn material they want to drop off at City Hall, plan for who will do that and when. This material can be dropped off at the Planning Department Office in room 213
- Identify any community leaders who would like to host another Vision Kit with a different group of people!

⁸ <https://www.surveymonkey.com/r/newtonvillagecenters>

⁹ <https://pol.is/4vfmwwzdds>