

# Preparing an in-person visioning process

Before you send invitations, decide whether you will run it in person or online. If in person, look for a suitable venue, which is accessible for wheelchair users and by public transport, and a safe and welcoming place for everyone in your community. What size of venue do you need? Do you have enough budget to pay - or who might be able to give a free or low cost venue?

What date and time will suit the widest range of people you want to attend? Consider also whether you can provide childcare or lunch/refreshments.

Decide how people will book and let you know of any accessibility needs or dietary requirements - by email? An online form? Or you could use a free online ticketing system.

Send out invitations, including:

- What you are inviting people to (use the text in this document if it helps)
- Date, time and cost of sessions
- That it's free or pay-what-you-can to take part
- How to sign up and if there is a deadline
- Any information they need about the venue and how to get there

Consider in advance how you will prepare and lay out the space in your venue to make everyone feel welcome, comfortable and creative. Steer away from rows of seats with desks, which could put people in school or work mode - a circle of chairs or tables with seats grouped around them has a much more open and collaborative feel.

Make a list of the materials you will need to gather to capture notes and ideas, including large sheets of paper or whiteboards and colourful pens. Post-it notes or small dot or star stickers are helpful for some of the exercises but not essential. Name stickers or badges can help to break the ice in a larger group.

# On the day

The team running the exercise should arrive early, settle in and make sure the space is set up as you would like it. Be clear who and how you are welcoming people. Show people where to find water, bathroom facilities and refreshments. Now you are ready to get started.

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Revision #2

Created 2024-02-02 19:53:57 UTC by Admin

Updated 2024-02-02 20:44:07 UTC by Admin