Instructions – Provotype

Roles
1. **Moderator:** Asks people if they'd like to contribute their thoughts. Explains the activity. Asks them about their answers.
2. **Documenter**: Documents the moderator and people around the provotype. Photographs the final result.

Before
- Arrive 30 minutes early
- Bring any gear / materials needed for your role
- Pick a spot to set up that won't block foot traffic with several people around it, yet is visible and easy to access
- Fill in a few cards and put them up so it doesn't look empty

During
- Ask people if they'd like to contribute their thoughts
- If they ask, tell them we are doing research on parklets for the city to understand people's experiences and reactions
- Start simple, just have them pick a color of a card
- Hand them a pen
- Paint a picture by narrating the prompt to them 'think about the public spaces, like parks or plazas or parklets, that you go to a lot, what makes you feel welcome there? What is it about that place? Could be anything — the set up, the people, the energy, something else'
- Ask them about their answers and take notes. Notes should be in their language, try to take down direct quotes and not to editorialize.
- Create a system to match your notes to the person's card
- Have them tape their card to the poster

After
- Document the board
- Upload and back up documentation
- Put all the cards in the archive folder (remove the one's you made)
- Debrief
    - As a team talk about key takeaways
    - Write them down
    - Choose 1-3 photos for the stories share out