FACILITATION GUIDE:

POP-UP KIOSK

BRING PLANNING TO THE STREET! SET UP A CONSULTATION KIOSK ON A BUSY STREET CORNER OR COMMUNITY EVENT

Activity Type: Understand, Vision, Design

Participant Audience: Residents, Organizational Partners

Objectives

Rather than asking for people to come to you, bring direct-engagement opportunities to the people! Set up a kiosk on the street, in a park, at an event, or in a popular cafe. In our past projects, people have told us that they face barriers to engagement because consultation events happen at inconvenient locations and times. Pop-ups reduce this barrier and allow people to engage in quick, accessible, and fun opportunities to share their thoughts. Pop-ups are also great to increase project visibility in the neighbourhood.

CO-DESIGNING THE ACTIVE CITY
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Using the Tool

Materials needed

1. Table

2. Engagement activities/tools: Some examples of tools from our tool box that work well for a pop-up kiosk include: asset mapping, photo portraits, street and travel surveys, or road safety heat mapping. See those tools for more detailed materials lists.

3. Optional: tent, decorations, signage, snacks

Facilitation Process

1. The facilitation process will vary, depending on which engagement activities you select. Please refer to the guides for the specific activities you choose.

Tip: Pop-up kiosks are also a great way to build awareness of the project, generate a contact list, or invite folks out to future events.

Tip: You can collect site-specific feedback with a pop-up. For example, if there is a particular intersection of concern (i.e., a busy school crossing), set it up there during peak times and get feedback about that particular site.

Tip: If possible, offer free snacks!

Tip: Try to have a few activity options, including some that are accessible for children.

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