Creu Lleoedd Cymru
Placemaking Wales

DESIGN COMMISSION FOR WALES
COMISIWN DYLUNIO CYMRU

FACILITATORS GUIDE

Below outlines how to set up the Placemaking exchange workshop on your own.

Resource materials (quantities to be printed as decribed below):

01 Name Badges
02 Placemaking Badges
03 A Placemaking Directory Card - Concertina folded
04 Table Card Place Names
05 A Tactile Placemaking Exchange Guide - Concertina folded
06 Question Cards
07 Step 3 Template Form
08 Placemaking Badge Directory

Self-resourced materials per table:

A. Large scale map(s) of the of place being discussed. I.e. Building, High Street, Town...
B. Mix assortment of pens
C. Tracing paper
D. Post-it notes

Setting up the workshop table(s) for 6 participants:

- For multiple teams in the workshop, use Table Place Card Names (04) to help participants find the table that corresponds with their badge's scale of place.

Items required per table:

- 6 x A Tactile Placemaking Exchange Guide (05) alongside items A-D.
- 1 x Question Cards (06)for Step 1/2/3
- 1 x Step 3 Form (07)

Introductions (if participants are not already acquainted):

- On arrival, each participant should fill in a name badge (01) including their discipline.

Placemaking Badges (when participants are more than 6):

- Use the Placemaking Badges (02) to help form 'random' teams per table upon arrival. Print out, cut into 4, and lay out with the badge facing down.
- Participants are to choose a badge randomly. Each badge has a specific shape and colour, which identifies the 'scale of place' and placemaking principle it represents.
- A Placemaking Badge directory (08) can help participants locate their badge.
- Each participant can be given A Placemaking Directory Card (03) to fill in the personal details of their workshop team as and when they meet.
- Each team should be made up of 6 people, each representing a placemaking principle alongside their discipline area of expertise.
- Allow half an hour for networking and meeting introductions.

Workshop schedule

- Follow the timelines outlined in the guide (05) and allow time for a presentation on a case study, initiative, policy (LDP, SPD, etc.) between steps 1 and 2/3. This will provide food for thought and raise further questions about quality and what good placemaking looks like at different levels of intervention. Allow time for tables to reflect and share their Step 3 recommendations across the workshop teams and bring the workshop to a close with a review and summary.