

# CAMPO Blueprint for Safety

## Public Engagement Event Set-Up Instructions

Event: \_\_\_\_\_

Date: \_\_\_\_\_

Staff \_\_\_\_\_



### Engagement Event Booth/Pop Up Contents:

- Foam Board Posters (5)
  - Dots Interactive x 2 (Tradeoffs and countermeasures)
  - Open comment poster x1
  - Blueprint overview w/ Spanish back x1
  - Infographic unique to local county x1
- 100 Write-In Cards (half-sheet paper – 2 question sets)
- 5 easels
- 10 binder clips
- 50 bookmarks for Safety Plan \_\_\_\_\_
- 50 bookmarks for Destination 2055 \_\_\_\_\_
- 20 paper prints of survey (English); 10 paper prints of survey (Spanish) - Filled Out \_\_\_\_\_
- 50 copies of flier (English; Spanish)
- Demographics sheets (1/4 cut sheets)
- Title VI in brochure stand
- Title VI complaint form
- Survey QR codes in brochure stand
- Signup sheet for emails
- CAMPO giveaways (chip clips, hand sanitizer; pens; pencils)
- 4 markers; 4 pens
- Sticker dots
- 2 stacks of square sticky notes
- Camera or smart phone with camera
- Folding chair/s
- Scissors
- Tape
- Table?
- Canopy?
- Personal wellness: Water, sunscreen, bug spray, hat, snacks

**TO DO:** Record location and date of event at top right of each interactive board

**TO DO:** Take photos of setup at event; take photos of team members talking to **people from behind** – if faces are shown we need to get them to sign photo release

**TO DO:** After talking to anyone... Take notes with basics and fill in demographic sheets

### Open Comment Poster (Grab a marker...)

- Participants are encouraged to write short statements to describe their overall concerns or impressions about transportation safety in the area.
- Need: Foam board poster; Sharpie markers

### Tradeoff Poster

- Participants are encouraged to add dots to the board. Can also add comments to sticky notes and add to board, too.
- Need: Foam board poster; Dot stickers, Pens, Sticky notes

### **Countermeasures Poster**

- Participants are encouraged to add dots to the board. Can also add comments to sticky notes and add to board, too.
- Need: Foam board poster; Dot stickers, Pens, Sticky notes

### **Write-In Cards**

- Participants are encouraged to write answers on a copy of the write in card to leave behind at the table.
- Need: Write-in sheets; pens

### **Other materials**

- *Infographic-Safety Stat Board*: Participants are encouraged to review the poster as they consider the other engagement posters. No formal interaction with this information board.
- *Bookmarks / Flyer*: Offer participants a bookmark or a flyer to take the survey and get involved.
- *Paper surveys*: Ask if the participant has easy access to the internet to take the survey. If not, they are welcome to complete a paper copy of the survey and leave behind (available in English and Spanish – all are large print).

When back at work, please take 5 minutes to fill out the [Event Summary Form](#) under CAMPO Teams > Community Engagement and Communications Channel.