



Charting the Way Party: A Quick Guide

Open Green Map is an online interactive mapping platform that allows map-makers to create Green Maps of their communities, while inviting users to add impacts, stories, photos, and videos about the sites. Open Green Map allows users to connect sustainable and green sites in their local communities to broader green impacts and movements around the world. Based on familiar Google map technology and open source infrastructure, Open Green Map makes Green Map-making more inclusive than ever.



An Open Green Map Party is a great fun way to explore your community, make friends, and create a useful engaging tool to promote sustainability, place making, and environmentalism. By the end of the event, you'll have co-created a really useful Green Map that can be expanded over time.

This guide will help you plan it all, step by step. We assume you have an active registration with Green Map System. It's a good idea to read the How to Make a Green Map at OpenGreenMap.org and make sure you know how to use it before the big event!

One Month

Pick a workable area to map. While the specific scale, from a town to a neighborhood to a single building or park, can be site specific, here are some guidelines to keep in mind:

- Who is this map for? Answering this question will help you focus on an area and theme. For example, a map aimed at visitors will include different sites than one aimed at families living in the community.
- What should we map? Is there a particularly interesting area in terms of ecosystems, sustainability, social justice, or even pollution and environmental concerns? If you are having trouble selecting an area to map, try to attend a local community board, church group, or PTA meeting to gauge general interest concerning environmentalism and sustainability.
- When selecting an area to be mapped, keep in mind the time frame of your party. Is this a daylong event, or only an hour long party? Can participants access the area you want be mapped in the timeframe? Mapping a whole town might take weeks rather than hours, so try to keep the scale manageable.
- What's a good date? Weekend, holiday when school is out? Will it be part of an Earth Day celebration or some other special event?
- Do you need a couple of volunteers to help get the word out and at the party?
- Try to pick an area that is sensitive peoples' needs such as wheelchair accessibility, or an area that can be reached by public transport. Obviously your specific locale will determine the area you wish to be mapped. If accessibility is limited, make sure to let people know beforehand. For example if you are mapping a hiking trail, warn people with mobility impairments that they can participate in the design and date entry, rather than site documentation.

Once you have selected an area to map, it's time to scout out a meeting place. While your meeting place should be within walking distance of the mapping area, try to be sensitive to those biking or arriving at the party via public transport. Does the meeting area have Internet access, tables, chairs, restrooms or shade? It can be indoors or out.

- Are you providing refreshments or snacks? Should it be simple, healthy snacks that you will provide, or should everyone bring their own lunch? Plan for drinks too, will you need to provide cups or ask people to bring their own (tip – a local shop might donate).
- Contact local food co-ops, bakeries and farmers markets to see if they want to sponsor your party with donated food or drinks. Make sure to include them on your invitation as gratitude for their support!



Three Weeks

Time to promote your party! Send emails, create blog posts, and flyer in local bars, coffee shops, bookstores, and farmers markets. Get your friends involved, spread the word!

Some Useful Suggestions:

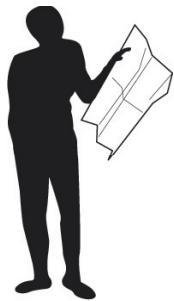
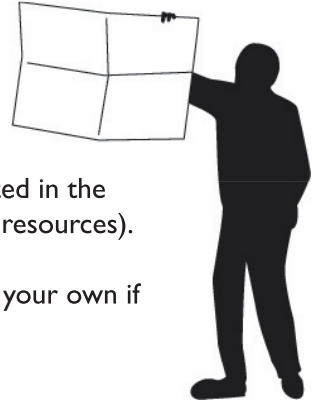
- Make a clear compelling flyer, make sure to include the date, time, rain date (if any), whether you want people to RSVP, as well as directions to the meeting site. Mention that children require adult supervision, and if your party is for kids, be sure to have plenty of adults ready to help.
- Make sure your flyer clearly explains what an Open Green Map or an Open Green Map Party is. Make the event sound welcoming and fun; feel free to include Green Map Icons on your flyer or your personal photos.
- Ask people to bring their own digital cameras (and the cable to download, unless you have a card reader).
- Include a contact phone number or email to address questions about the event.
- Do you want to invite any press or friends that will document it in video or photos to come along?

Two Weeks

Prepare materials for the party.

What materials do you need? Some suggestions:

- Printed maps of the area you're mapping, because you don't want people getting lost.
- Print out a selection of Green Map icons or use the Green Map icons flashcard file located in the toolcenter at GreenMap.org (you can contact us if you need help getting these or other resources). These can be used to document green sites in photos.
- Computer with Internet access. Ask people to bring their own digital cameras, but bring your own if you can. Borrow a card reader if possible.
- Pens, markers, pencils. Sign in sheet.



One Week

Visit your meeting site to make sure there are no surprises. Continue promoting your party online and offline. Make sure all the details, like refreshments or volunteers are still in place.

- You might want to make a field report so people can collect the details as they walk or bike around. A template field report is provided, adapt this one or make your own.
- You might want to set up your map on OpenGreenMap.org in advance. Name it, set the location, choose the Icons, etc. You can make a chart with the same icons on the field report.

Day Of

- Introduce yourself, your project, and the Open Green Map website. Show Green Map examples; talk about why creating an Open Green Map of this area is important.
- Ask participants to document green sites using their digital cameras, or by drawing or writing about the site. What makes this site special, why does it belong on the Open Green Map?
- Participants can explore in groups, or by themselves. Make sure children have adult supervision.
- Pick a time to reconvene, assess each others findings, talk, and socialize.
- Enter the collected data at OpenGreenMap.org. All photos must be uploaded to an online image hosting service (Flickr.com, Photobucket.com, Youtube.com, Picasa.google.com) before they can be added to the Open Green Map. Make this process inclusive and fun, ask people to talk about the sites they found.
- Watch the map build up! A projector is ideal, but it can be done by watching as each site gets added on a larger computer.
- Once the party is over, the map is a great resource for all. People may want to continue adding sites to it, and you can make them part of the team. You can even give some people 'admin' status and they can help edit the text.
- One of the really neat things about an Open Green Map is that anyone can add their own images, commentary, ratings, and impacts, so be sure and let everyone know about it. You can promote the map on your website, in blogs, etc. You can make a widget, and share the map via any website. And you can make a press release, or flyers, too!

Have Fun from everyone at Green Map System !

See GreenMap.org for more info !