Open Green Map Field Trip Party: A Quick Guide

Open Green Map is an online interactive mapping platform that allows mapmakers 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.

It's great that you got started, charting sites in your local community that paint a unique vision of green living, sustainability, and social justice. Now its time to share these insights with your neighborhoods, friends, students- anyone who wants to contribute their voices, images, and impacts to your Open Green Map.

Now that you have identified significant green sites in your community, it's time to share them with people whose lives are impacted by them. A "Field Trip" Party is an event that invites participants to take field trips to the sites on your map and contribute images, comments, videos, and impacts about the site.

Participants of the party, in small groups or individually, visit sites and document them in photos, videos, and written comments. This party is a great way to get people to explore their local communities, while contributing their experiences and impacts to the Open Green Map. The sharing of experiences, multimedia, and impacts on the Open Green Map enriches sites.

The party starts with everyone meeting at a selected meeting site. Participants are than given 'field reports' to complete for the sites they visit, including taking pictures or drawing the sites. After everyone has time to visit and return from their field trips, all participants should reconvene at the meeting site to share their reactions and impressions, as well as enter their information on the Open Green Map. These insights are than entered into the various tabs in the large info window for each of the sites you have charted on your Open Green Map. Participants can enter their data themselves, or you can designate someone to enter the data on the Open Green Map.
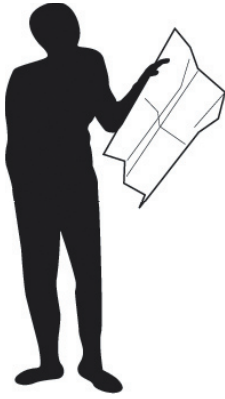
This guide will help you plan it all, step by step. We assume you have an active registration with Green Map System and have charted sites on your Open Green Map. If you've just begun charting sites, or need help doing so, see our Open Green Map "Charting the Way" party guide to see how you can get people involved in a fun and interactive way to explore and chart green sites in your community. There's always an occasion for a party with Open Green Map!

One Month
Choose a selection of sites you want the participants of your party to visit. It's best to pick sites that are free, accessible by mass transit, and would make an interesting trip. For example spending a couple hours at a park or harbor is more enjoyable than in a water sanitation plant. After you selected the sites:

• Included with this party guide is a template field report that you can customize for your party. The top part of the field report includes the sites name, address, and directions. Fill in these fields for each of the individual sites before sending participants on their way with the reports. Also include a party organizer's cell number in case a participant gets lost.

- The rest of the field report is for the participants to fill in. It corresponds to the tabs on the large info window for each site on the Open Green Map.
- Once you have selected the sites, it's time to scout out a meeting place for your party and determine other important details. Try to pick a meeting place that is equidistant from the sites you selected. Additionally be sensitive to people arriving at the party via bicycle, public transportation, or with accessibility disabilities. Does the meeting area have Internet access, tables, chairs, restrooms or shade? It can be indoors or out. Some things to consider:
  - 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?
  - 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).
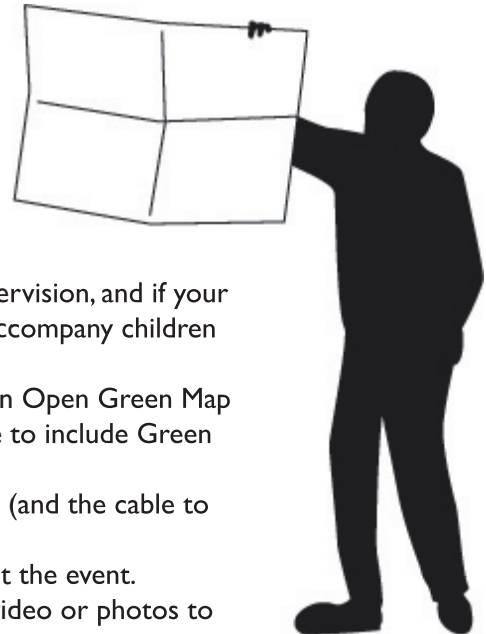- Contact local food co-ops, bakeries and farmers markets to see if they want to sponsor your party with donated food or drinks. Make sure to include them on your invitation as gratitude for their support!

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 and accompany children on their trips.
- Make sure your flyer clearly explains what an Open Green Map or an Open Green Map Field Trip 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 to document the sites (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, with your green sites highlighted because you don't want people getting lost. Google Maps has maps with directions you can print (maps.google.com).
- Print out a selection of Green Map icons or use the Green Map icons flashcard file located in the tool center 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
- Printed field reports for each site that you would give to participants. Make sure to fill in the details or replace the text in grey.

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.

• Also, if possible, confirm addresses and details about the sites you are sending participants to. Check their websites or give them a call to confirm your plans.

• You might want to check on your OpenGreenMap.org in advance. Familiarize yourself with how to edit sites so the party can run smoothly. Also be ready to explain how the sites and info bubbles work, so participants can enter their own data if they choose.

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. Show the sites you charted on the Open Green Map, talk about their relevance or significance.

• Ask participants to document green sites using their digital cameras, or by drawing or writing about the site. What are the connections, impacts, and you personal reactions to the site?

• Participants can explore in groups, or by themselves. Make sure children have adult supervision.

• Pick a time to reconvene, assess each other's 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.

• Watches 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 content 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 that anyone in the community can add their insights. 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 !**