

Flip Chart Activity

Activity Overview: This is a fun, easy (and flexible) activity that can be completed in as little as 15 minutes or be used as the basis for a longer discussion. It's typically employed at the end of a group meeting as a "culminating activity" to allow attendees to provide input, but it can also be adapted for use at the beginning of a meeting to spur thinking. The activity involves placing questions atop flip charts pages, placing the charts on the wall, and allowing group members to respond by writing remarks on Post-it Notes and placing them on the flip chart. It is an effective way to gather input from a larger group on key topics. 3-4 questions are generally enough. Develop questions that fit your group. Here are a few samples.

- What do you believe makes our community special, memorable, or unique?
- What creative community-building projects to you believe we should prioritize?
- If time and resources were unlimited, my one wish for our community is . . .
- If you could add one new program/activity to our annual arts & culture calendar, what would it be?
- How can we better support you and your creative pursuits?

Activity Outcomes:

- Seeds strategic planning or visioning process
- Engages and gathers input from a large group in a simple and manageable way
- Captures input from those who may not always speak out in a group
- Provides a self-guided activity that can be conducted in as little as 15 minutes or as long as desired
- Generates anecdotal data for areas of intensity or alignment
- Serves as an effective culmination to a group meeting
- Creates a photo-op to include in social media as well as visuals for other documents

Activity Preparation / Supplies:

- Flip Chart
- Multi-colored Post-it Notes
- Markers in a variety of colors
- A set of key questions (see samples above)

Activity Steps:

1. During the large group meeting, reinforce the importance of collaboration and input in the community process.
2. Print questions at the top of flip chart page, leaving the space below for input on Post-it notes.
3. Place each flip chart page on the wall; space flip chart pages at least 5-6 feet apart to allow enough room for people to linger, post, and interact.
4. Take a few photos during the activity and take a photo of each flip chart page filled with Post-it Notes at the end of the activity. Thereafter, compile input provided into a document and bring it to your next Working Group meeting to discuss. It's recommended to glean key points from the activity and share it with stakeholders.

