



ZILKER METROPOLITAN PARK VISION PLAN COMMUNITY ENGAGEMENT PLAN (CEP)

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Zilker Metropolitan Park Vision Plan Team Members

The Vision Plan team is comprehensive to investigate and provide recommendations for the many facets of Zilker Park. References to the team members are made throughout the CEP, so the names and roles are listed here for reference. The team includes:

Firm Name	Role
Design Workshop	Prime consultant. Landscape architecture, community planning and urban design
Altura Solutions	Accessibility consulting
Buie & Co.	Community engagement support
CD&P	Community engagement support
Charlie McCabe Consulting	Operations and maintenance, revenue
Drenner Group	Entitlements due diligence
Encotech	Mechanical, electric, and plumbing engineering
GarzaEMC	Civil engineering
HR&A	Business plan
Kardia Group	Equity, diversity, and inclusivity
Limbacher Godfrey	Architecture and historic/cultural planning
Majestic	Cost estimation
MuseWork	Interpretive planning
Nelson\Nygaard	Transportation and mobility
Siglo Group	Environmental consulting

The Zilker Metropolitan Park Vision Plan (Vision Plan) is a community-driven planning process to establish a guiding framework for the restoration and future development of Zilker Metropolitan Park (Zilker Park). It is the first comprehensive planning initiative to encompass the park's 350 acres and associated facilities.

Community Engagement Vision

A transparent and well-documented community engagement process, which engages the city, but also seeks and considers the input of interested persons and parties with direct involvement in park and/or parties that are impacted by the park. The engagement process shall include guiding values, direction, and feature a clear step-by-step process, which includes presentation of the vision plan process.

Community Engagement Goals

The Zilker Vision Project Team is committed to creating opportunities for the entire Austin community to provide input on the future of Zilker Park, focusing on areas of accessibility, inclusion, history, and ecology.

Goal	How will we do this?
1. Educate the community about Zilker Park's history, current City of Austin programs, operations, and future City of Austin operational needs, and provide opportunities for comment.	Perform a thorough analysis with our extensive team and report back in a clear, easy to understand way(s) aligned with input-gathering opportunities.
2. Gather community input, feedback, and stories to develop a plan for the future of Zilker Park that represents the diversity of Austin.	Staff interviews, small group discussions, 2 pop-ups series in each of the 10 Council Districts, and 5 community meetings.
3. Identify and educate the community on environmental considerations and respond to those considerations throughout the project.	Build upon the Natural Resources Inventory done by Siglo Group and incorporate feedback from the TAG, non-profits / friends' groups, and public.
4. Utilize equity strategies to develop community connections with and engage traditionally underserved and marginalized communities in Austin.	Utilize Kardia Group's expertise and understanding on who is missing and how we reach out specifically to those groups. Obtain and analyze demographic data from each outreach event to further refine who to reach out to based on who is still missing from the responses.
5. Provide opportunities for engagement that are accessible to all abilities.	Utilize Altura Solutions' expertise on reaching out to those who are differently abled. Ensure community outreach materials are translated to different languages and all digital materials are optimized for accessibility.
6. Identify and engage with PARD Parkners and other organizations, concessionaires, and groups associated with park programming.	Meet with representatives from these groups in a small group format to understand challenges and opportunities for future collaboration in support of the Vision Plan.
7. Connect with communities around interpretive storytelling and placemaking to identify key opportunities in the park.	Through our analysis and community outreach, gain a full understanding of the stories to be told and work with MuseWork to help outline how the stories may be told within the park moving forward.
8. Correct any misinformation about the vision for the park and acknowledge any concerns or challenges identified by community members.	Through outreach, highlight specific concerns/challenges and themes of concerns/challenges. The design alternatives should address the themes and specific concerns.
9. Create an environment of excitement for the proposed Vision Plan and future park development.	Utilize the project website and StoryMaps to keep people informed, allow for engagement, and create a smartphone app that can be used within the park to orient users and provide users with an interactive way to see recommendations and leave feedback. A Zilker Park Vision Plan brand will be created for the project for easy recognition.
10. Create community support for the proposed Vision Plan and future park development.	Keep City of Austin leadership up to date on the process at specific milestones. Be transparent about reporting feedback during the outreach process through the City website and presentations to TAG/Council/Boards/Commissions.

All our community engagement goals are designed to support the following overarching goals that we offer for the City's consideration:

1. To build confidence in the City of Austin as to the purpose of this Vision Plan and the City's commitment to ensuring a future for Zilker Park that is reflective and inclusive of all residents
2. To protect and nurture the City of Austin's reputation for listening, engaging with and responding to residents
3. To protect and nurture the City of Austin's reputation for wise management of City assets and stewardship of the local environment and natural resources
4. To favorably position the City of Austin for future planning initiatives.

Community Involvement Equity and Inclusion Strategy

The key stakeholders as listed on page 5-7 will be engaged directly. In addition to marketing and outreach being directed to traditionally marginalized communities, community leaders should be identified who might be willing to share stories and experiences around Zilker Park. In addition, pop-up events that take place across Austin should be identified using an equity lens tool. The marketing and outreach used to execute the equity and inclusion strategy will be guided by the following principles.

1. Invite community members that are representative of Austin's demographics, including a wide range of ages, races, ethnicities and hard-to-reach residents.
2. Reduce barriers to participation by creating a fun, culturally sensitive, inclusive and engaging process that allows for honest feedback.
3. Establish a respectful and reciprocal partnership with the community to better understand resident needs and priorities and to inform the development of the Vision Plan.
4. Increase education and understanding through tailored, engaging content that helps communities develop a deeper understanding of the Vision Plan.
5. PARD and the Project Team should commit to ongoing learning and improving throughout the process.
6. Develop and execute a process that advances systemic equity.

Resources:

- ["Beyond Inclusion: Equity in Public Engagement," SFU Morris J. Wosk Centre for Dialogue](#)
- ["Public Engagement Toolkit", SFU Morris J. Wosk Centre for Dialogue](#)

Language Access

Language Access will be a key component in outreach and engagement within Austin. We know many community members prefer communication in their primary language at home, so PARD is committed to providing opportunities for information and feedback to these community members for engagement techniques and events.

Digital and Non-Digital Access

PARD also acknowledges there is a digital divide when it comes to access to online materials. While many individuals do not have home computers, data shows the digital divide is shrinking, especially when considering smartphone access. Online efforts should accommodate smartphone dimensions.

With the shift to online only engagement activities, opportunities for connection "offline" are a continued need. All Zoom meetings will have a call-in option. In addition, Austin 3-1-1 will be a resource for people to call in to share feedback.

If in-person opportunities become available, methods for outreach and meeting locations should be identified in a way that addresses community members' needs who are with limited digital access.

Outreach and Communication Methods

Connecting the process and engagement opportunities to community members happens through robust outreach efforts. Understanding that stakeholders prefer to receive information through a variety of mediums, the following methods will be employed to notify community members of the process and upcoming engagement opportunities:

Email Notices: The Project Team will collect and combine emails from community members and partners through an online email sign-up as well as identifying other PARD lists of interested stakeholders. Emails will update community members on the process and inform them of upcoming engagement opportunities.

Social Media: Social media provides an efficient and accessible method of reaching a large cross-section of residents. The City will take the lead on posting and maintaining content and updates on PARD's social media sites, including Twitter, Facebook, Instagram, and Nextdoor.

Press/Media Releases: Local news stories are essential to informing and educating the public. The Project Team will provide media briefings and press releases with the project's background, process, goals and objectives, and information about how to get involved. Efforts to inform the media will happen in advance of and during each of the engagement opportunities. Community media and alternative news sources (including bloggers and active social media influencers) should be included in the project's distribution of information and materials.

Flyers, Posters, Banners, and Other Physical Notices: Not every resident has access to or uses social media and email regularly. Flyers and posters help to bridge the digital divide. These flyers will be disseminated electronically to stakeholder email databases or group list serves, available on the website, and printed at park (and potentially other) locations. All meeting flyers will be in English and Spanish. Other languages may be included based on population area.

Additional comprehensive information on outreach can be found in the Techniques section.

Outreach and Equity Metrics

Desired Community Engagement Outcomes

1. Engage with community members from all 10 Council Districts in the development of the Vision Plan.
2. Achieve representation that parallels the demographic makeup of Austin.
3. Create a clear, concise document that outlines the Vision Plan. It should provide a clear outline of the framework for the restoration and future development of Zilker Park and how it will benefit the City of Austin.

Metrics to Evaluate Community Engagement

1. Receive a minimum of 5,000 survey responses from across the city. Achieve a minimum of 500 responses from each City Council District.
2. Achieve engagement across social media platforms measured through likes, comments and shares on Vision Plan content.
3. Garner significant website traffic and downloads of educational materials or reports related to the Vision Plan, using existing City website traffic and download averages as our baseline.
4. Engage community members through community meetings and pop-up events, tracking attendance and participation.
5. Attract a range of demographics (zip code, age, race, ethnicity, ability) across attendees at community meetings and pop-up events.
6. Collect surveys at community meetings and pop-up events from a minimum of 50% of attendees.

Stakeholders

Identifying audiences who interact directly with Austin's parks and recreational facilities is essential to the process and should be complemented by decision-makers or individuals and organizations that represent wider fields of interests or concerns. Working with the various representatives of the community including the public (from those who are dedicated participants to those who are harder to engage), organizations, community leaders, civic groups, and partners throughout the process will help guide the Zilker Park Vision Plan to better meet the current and future community needs.

Our stakeholders are located across Austin. For an in-depth look at the stakeholders engaged as part of the Vision Plan, please visit this link.

Stakeholder Mapping and Identification

Below are listed the key groups that should be engaged throughout the planning process. As we implement this strategy, the following audiences should remain top of mind:

- Internal City of Austin Stakeholders
- PARD Parkners at Zilker
- Concessionaires

- Nonprofit Organizations
- Citywide Organizations
- Local Businesses, with an emphasis on those in the immediate vicinity of the park
- Event/Festival Organizers
- Organized Sports
- Neighborhood Associations
- Cities Connecting Children to Nature (CCCN) Partners
- Academic Institutions
- City-level Governmental Agencies

	INFORM	CONSULT	INVOLVE	COLLABORATE	EMPOWER
EXAMPLE	General public.	Interested public.	Key stakeholder groups.	Implementers.	Decision-makers.
GOAL	To provide info and aid understanding.	To obtain feedback.	To involve in the outcome.	To partner in the outcome.	To inform final decisions.
PROMISE	We will inform you.	We will acknowledge concerns and aspirations.	We will work towards addressing concerns.	We will provide each other support in formulating solutions.	We will implement your decision.
EXAMPLE TECHNIQUES (MAY NOT NECESSARILY BE USED)	Fact sheets, websites, community speaking engagements, press releases and open houses.	Public comment, surveys, community meetings, workshops, and social media.	Focus groups and deliberative polling.	Advisory committees, task forces, consensus building activities and participatory decision events.	Citizen juries, ballots, and delegated decisions.

Community Engagement:

General Groups

- Parents
- Educators
- Users who come to Zilker for special events
- Users who come to Zilker weekly or more frequently
- Cyclists
- Disc Golf Community
- Dog Owner Community
- Fitness/Bootcamps
- Rowers
- Runners
- Soccer Community
- Transit Advocates
- Volleyball Community
- Barton Springs Swimmers

Specific Groups (this will be continually updated throughout the planning process)

- Austin LGBT Chamber of Commerce
- Austin Sports Social Club
- Little League
- Wounded Warriors
- Botanical Garden Societies
- Downtown Austin Alliance
- Sierra Club
- Texas Rowing Center
- City of Rollingwood
- Mayor's Committee for People with Disabilities
- Pedestrian Advisory Council
- Professional Disc Golf Association
- US Fish and Wildlife Service
- Zilker Miniature Train
- Zilker Neighborhood Association
- Austin City Limits
- Austin Kite Festival
- Austin Nature and Science Center
- Austin Parks Foundation
- Barton Springs Conservancy
- Blues on the Green
- C3 Presents
- Austin LGBT Chamber of Commerce
- Austin Sports Social Club
- Little League
- Wounded Warriors
- Botanical Garden Societies
- Downtown Austin Alliance
- Sierra Club
- Texas Rowing Center
- City of Rollingwood
- Mayor's Committee for People with Disabilities
- Pedestrian Advisory Council
- Professional Disc Golf Association
- US Fish and Wildlife Service
- Zilker Miniature Train
- Zilker Neighborhood Association
- Austin City Limits
- Austin Kite Festival Austin Nature and Science Center
- Austin Parks Foundation
- Barton Springs Conservancy
- Blues on the Green
- C3 Presents
- Friends of Barton Springs Pool
- Hill Country Conservancy
- LCRA
- McBeth Recreation Center
- Nature Center
- Save Barton Creek Assn
- SOS
- Sunshine Camps
- TCEQ
- The Nature Conservancy
- The Trail Foundation
- Trail of Lights
- Umlauf Sculpture Garden
- Zilker Botanical Garden
- Zilker Hillside Theater
- Zilker Tree Lighting
- Austin Energy
- Barton Springs Edwards Aquifer Conservation District
- Bicycle Development Services Department
- Capital Metro
- Development Services Department
- Environmental Commission
- Law Department
- Parks and Recreation Department
- Public Works Department
- Urban Transportation Commission
- Watershed Protection Department
- Barton Hills Neighborhood
- Bouldin Creek Neighborhood

Community Engagement Techniques and Events

Tools/Techniques Expected to Be Used During Project

Small Group Discussions

Conduct small-scale, focused group meetings to garner detailed information regarding programming, infrastructure, transportation, neighborhood connectivity, environmental concerns, and any other relevant issues affecting the development of Zilker Park. Relevant focus groups may include, but are not limited to, neighborhood groups, current park vendors/contractors, multi-lingual park users, conservancy groups, families, and particular interest groups.

We recommend that these small group discussions be held virtually through Zoom. The ideal attendance for each meeting would be approximately 10-15 stakeholders to easily facilitate questions. Each meeting will be recorded and posted to the website with notes taken and formatted for accessibility and public review by the consultant team.

Community Engagement Goals: 1, 2, 3, 4, 5, 6, 7, 8, 9, 10

Community Survey (Site Analysis)

The Site Analysis and Existing Conditions Report, including the guiding principles, will be used on a community-wide survey. The purpose of the survey is to gather feedback from a diverse group of Austinites on the goals and principles based on the Site Analysis and Existing Conditions Report.

Community Engagement Goals: 2, 3, 4

Community Meetings

Each community meeting will take place virtually using the Zoom platform and simultaneously be shared on PARD's Facebook page. This will allow access for all community members who have access to the internet or a phone. Each meeting will adhere to best practices for maximizing access and involvement. After each meeting, the recording of the meeting will be posted to the Project Webpage for access by community members who were unable to attend earlier sessions.

Virtual meetings will all follow this outline:

- Zoom
- Recorded and posted to website
- Live polling
- Stream Facebook Live simultaneously
- Translation and interpretation to Spanish and other languages
- Prepare an accessible summary report of the meeting to be posted on the project web page within 48 hours of the meeting

Community Meeting #1 – Vision Workshop

Conduct a community meeting that introduces the project, the project team, presents the project approach, parameters, Council expectations, schedule, existing conditions, opportunities and challenges, Vision Planning goals, and guiding principles. During this meeting, the project team will facilitate a community input exercise to gather attendees' knowledge of, concerns about and desires for Zilker Park. DW will close this meeting with information on the next steps.

Community Engagement Goals: 1, 2, 3, 4, 5, 7, 8, 9

Community Meeting #2 – Programming

Conduct a community meeting to discuss proposed programming uses, operations and maintenance, park enhancements, traffic, circulation, parking, events, brownfields/environmental, etc. to solicit feedback and generate alternate ideas for the park's future.

Community Engagement Goals: 1, 2, 3, 4, 5, 7, 8, 9

Community Meeting #3 – Alternatives

Conduct a community meeting to present the preliminary design concepts, with an emphasis on demonstrating how community input has influenced the concepts, and to solicit feedback, generate alternate ideas, etc. Conduct a work session after this meeting with the TAG/Working Group and City staff to develop a framework for a rough draft of the Vision Plan that responds to the community input received. This work session will take place after the debriefing with the City PM.

Community Engagement Goals: 1, 2, 3, 4, 5, 7, 8, 9

Community Meeting #4 – Draft Plan

Conduct a community meeting to present the draft Vision Plan to the community. The meeting will be designed to solicit feedback, generate alternate ideas, recommendations, and solutions to draft proposals. An emphasis will be placed on soliciting feedback and generating alternate recommendations on proposals that are controversial or that lack consensus. Following this meeting, the project team will report back to the community, respond to comment themes, and present the refined concepts.

Community Engagement Goals: 1, 2, 3, 4, 5, 7, 8, 9

Pop-Up Series

The project team will host two series of 10 pop-up events. Project Team members will host events that “pop-up” at existing events or highly trafficked locations (e.g., parks, grocery stores). Each pop-up series will host one pop-up in each of the 10 City Council districts. Locations and events will be identified by the Project Team, emphasizing possible locations that connect to BIPOC communities or communities that have been traditionally left out of engagement.

Pop-ups will be low-production events, often consisting of a table and a tent, that supplement community meetings and bring the questions presented in these meetings into closer connection to community members throughout Austin. The event should be easily replicable and be held at a place that will receive significant traffic from those who live within the district, especially those whose voices are typically present from community meetings.

Sites to consider include:

- Festivals or other community events
- Farmers markets
- Grocery stores
- Libraries
- Churches
- Other parks

Identifying and scheduling sites will be guided by equity strategies and articulate which groups might be able to connect to the vision plan process through the location.

Community Engagement Goals: 1, 2, 4, 5, 8, 9, 10

Pop-Up Series #1

The first Pop-Up Series will occur in one location in each district (10 locations total), as well as in Zilker Park. The first pop-up event series will solicit feedback about the park programming, and the questions asked will mirror what was asked in Community Meeting #2.

Pop-Up Series #2 Meeting

The second pop-up event series will also be hosted in each of the 10 City Council Districts, and one event in Zilker Park, to solicit feedback about the park design alternatives. The questions asked will mirror those asked in Community Meeting #3. The event series should be easily replicable and be held at a place that will receive significant traffic from those who live within the district, especially those whose voices are typically present from community meetings.

Online Engagement

AustinTexas.gov Project Webpage

The primary tool for information community members of the Zilker Park Vision Plan process will be a project webpage on the City of Austin website. This engagement tool will be used to keep the community updated on all meetings and schedules of engagement, report on the results from surveys, content from meetings, draft plan, and the final plan. Visits to, site interactions, and downloads from this page can be accessed through Google Analytics. In addition, community members can access the dedicated email account and phone information to share any questions and manage additional communications prompted by the webpage.

Community Engagement Goals: 1, 8, 9, 10

SpeakUpAustin.org webpage

SpeakUp Austin is the online community engagement hub for the City of Austin. The Project Team will develop opportunities for community members to share online feedback through the tools available, such as a discussion or series of discussions and posts on topics related to Zilker leading up to or following community meetings.

Community Engagement Goals: 1, 2, 3,

Social Media

PARC utilizes social media for outreach and informing community members of upcoming engagement opportunities. Comments received here will also be tracked and responded to as necessary. Social media posts will include the following platforms:

- Nextdoor
- Facebook
- Instagram
- Twitter

Community Engagement Goals: 1, 3, 4, 5, 8, 9, 10

StoryMaps

StoryMaps will provide an additional opportunity for community members to virtually explore Zilker Metropolitan Park.

Community Engagement Goals: 1, 2, 3, 7, 8, 9

Web App

A web app is an engagement tool that is design specifically for the Zilker Park Vision Plan process and can be used after the plan is complete. The web app will be designed for use on a smartphone and will be used when a user is in Zilker Park or in any location. An interactive map will educate users about all the elements within Zilker Park that may currently be unknown. This will increase community engagement by making the plans for Zilker Park more tangible by providing the ability to engage with the ideas while in the park, and make those plans easier to understand and thus easier to provide comments and direction.

Community Engagement Goals: 1, 2, 3, 5, 7, 8, 9, 10

Intercept Surveys

Obtain on-the-ground input from park users, or Austinites who live in other parts of the city, on various aspect of the park planning process. These surveys can be used to boost input from areas of the city that may not be well-represented in the process to date.

Community Engagement Goals: 2, 5, 7

Other Engagement Opportunities

Walking Tours

Walking Tours through Zilker Park will provide in-depth and in-person experiences to connect community members to different areas of the park. Possible walking tour topics might include:

- Geology and Hydrology of Zilker
- Trees and Plant Communities of Zilker
- History of Zilker Park
- Spring Plants of Zilker Park
- Spring Migratory Birds of Zilker
- Endangered Species of Zilker Park
- Fall Plants of Zilker
- Planning Scenarios and Considerations
- Ecological Restoration
- Invasive Species Management
- Seeds and Seeding for Ecological Restoration

Community Engagement Goals: 1, 3, 6, 7, 9, 10

Activities for children

Opportunities specifically developed for input from children will be available. As the Project Team develops these opportunities, they will be added to the Engagement Plan. Opportunities might include:

- Park Planning craft activities
- Scavenger hunts at Zilker
- Kid-friendly questions or “Mad-lib” style forms.

Community Engagement Goals: 1, 2, 3, 4, 5, 7, 9, 10

Reporting

All engagement opportunities will be recorded and posted on the project webpage at their completion.

Each subsequent round of Community Meetings will include a summary report of engagement and how it has influenced any direction or decisions subsequently made. The final draft of the vision plan will identify the community input received throughout the process, naming where community input influenced recommendations.

Efforts should be made to publish as much information as possible regarding the strategies and decision-making for engagement as well as data collected that is not protected.

Anticipated Engagement Calendar

Date (2021)	Outreach
Late April - May	Small group discussions
June – July	Community survey site analysis
Late June	Community meeting 1 – Vision Workshop
July-August	Pop up event series 1 (10)
August	Community meeting 2 – Programming
October	Community meeting 3 – Alternatives
October-November	Pop up event series 2 (10)
January	Community meeting 4 – Draft Plan
TBD	Community meeting 5 *if necessary*
Ongoing	Online engagement and media

Small Group Discussions Guide

1. Organized Recreation (fitness groups, etc.)
2. Individual recreation (disc golf, lawn, volleyball)
3. Environment / Water Interests
4. Circulation, Connectivity, Transportation
5. Events I (Large)
6. Events II (Small)
7. Parkners
8. Neighborhood Associations
9. History / Culture / Tourism
10. Academic
11. Non-profits
12. Businesses
13. Exploring Equity and Inclusion
14. Operations and Maintenance (staff interviews)

SMALL GROUP DISCUSSIONS SCHEDULE

Date	Group
April 29, 2021	Operations and Maintenance (staff interviews)
April 30, 2021	Recreation
May 3, 2021	Environment / Water Interests
	Circulation, Connectivity, Transportation
May 4, 2021	Events I (Large)
	Events II (Small)
May 5, 2021	Neighbors II
May 6, 2021	Academic (Grade School)
	History / Culture / Tourism
May 7, 2021	Immediate Neighbors (ZNA, Barton Hills, Rollingwood, Bouldin Hills, Greenbelt)
May 10, 2021	Businesses
	Exploring Equity and Inclusion
May 11, 2021	Parkners/Non-profits
May 12, 2021	Academic (Higher Education)

Meeting time: 1.5 hours

Each meeting will be recorded and posted to the project website

Agenda:

- Brief introductions
- Overview of project
- Overview of meeting goals
- Discussion questions
- Wrap-up of next steps and how to stay involved

Pop-Up Series: Event Guide

GOALS:

- Greet those who are waiting for a show or event
- Help answer questions about the Zilker Vision Plan
- Raise awareness about the plan/survey by handing out flyers
- Encourage people to check out the website and get involved by sharing their thoughts on Speak Up Austin or attending a meeting

SAMPLE TALKING POINTS

- What do you love about Zilker Park? Share your thoughts by taking this survey
- Take our survey to help shape the future of Zilker

EVENT LOCATION:

Address

DISPLAY ELEMENTS:

- Table + table cover
- Banners
- Poster
- Flyers
- Postcards
- Email listserv sign up list
- Surveys
- Pens
- Rubber bands

DISPLAY SET UP:

- Materials need to be picked up from the PARD
- iPads can be checked out from the PARD Main Office
- Should be set up by [time]

ATTIRE:

- Comfortable closed-toe shoes
- PARD polo / comfortable polo
- If you feel that you will be cold or hot, please remember to wear layers and bring water

PRE-EVENT

- Fill out vendor application and pay fee
- Vendor check-in will begin at 8:00 a.m. We are asking vendors to be completely set-up by 10:00.
- Make sure each version of the survey and flyers are displayed

DURING EVENT

- The main purpose of this event is to educate attendees about the Zilker Vision Plan, encourage attendees to fill out surveys and distribute flyers
- Engage as many people as you can
- Take photos!
- Remind attendees that the survey is available online if they don't have time to fill it out

POST-EVENT

- Break down the display and pack everything up
- Separate completed surveys
- Return left over materials to PARD