**Prepare and Plan**

Prepare and plan for working with people to create and share perspectives on landscapes. Work through these sentence completions tasks and questions. Think togetherwith colleagues of community members already involved in your work.

**Identify your aims, expertise, limits and resources:**

* The aims we must achieve are …
* We are experts in …
* The opportunities we can offer are …
* Our networks include these people and organisations …
* We have this funding and community support …
* The policies (risk assessment and protecting vulnerable people) underpinning our work are...

**Reflect on what you can do within your limits and resources:**

* **Connecting:** Who else do we want to engage with? People using a particular space? Excluded groups? Decision makers? What can we resource (attendance costs? Travel?)
* **Identifying Issues**: What concerns do we have to explore to explore? Can participants choose their own focus?
* **Resources**: Where shall we meet and what refreshments do we need? What arts and digital materials do we have and can we get? Will people use their own? What external skills and experiences can we source?
* **Anonymity**: What are our safeguarding policies and our needs and wishes for publicity? How will we communicate and encourage protection of identities as appropriate?
* **Data protection**: Where and how will we share and store images? How will we inform people about this? Who will own and access any images created?

**Scope opportunities to use people’s perspectives to guide improvements:**

* What opportunities exist to increase stakeholders understanding of the issues or to guide their decisions?
* What are the best formats to share the perspectives we generate and get into discussions with stakeholders – exhibition, website, dialogue forum etc?
* How will we feedback to participants, so they know what has happened and so that they can continue to take action with their creations?