**Data Equity Walk**

**Planning Questions**

*When completing this form, consider:*

* *Your audience’s background and familiarity with data*
* *The goal of your data equity walk*
* *The layout/setup of the room*

**Audience**

|  |  |
| --- | --- |
| Who is the audience? |  |
| How many people? |  |
| What’s the audience’s familiarity and comfort with data? |  |

**The data**

|  |  |
| --- | --- |
| What story do we want to tell? What do we want participants to be thinking about when they leave the room? |  |
| How does the data connect to your bigger policy goals? |  |
| Are there any specific data points or number of slides that should be included? |  |

**Facilitation**

|  |  |
| --- | --- |
| Who will be facilitating the DEW? |  |
| How does the facilitator(s) want to be prepped and briefed on the slides? |  |
| Will there be others at the event to help with setup and/or facilitation? |  |

**Logistics**

|  |  |
| --- | --- |
| Who is managing this work/project? |  |
| Date/Time/Location of DEW |  |
| How much time is allocated to the DEW? |  |
| What is the physical setup of the room where the DEW will take place? |  |
| What’s the ideal setup? (Room to tape posters on the walls vs. printed out sheets of slides on tables where participants can sit, etc.) |  |
| Do the slides need to be translated? |  |
| Who will coordinate printing logistics? |  |
| Who needs to review the slides before they’re finalized? |  |
| What additional reports or materials should be brought to the DEW? |  |
| If DEW is part of a bigger event…   1. What is this bigger event? 2. Why are we at this event? 3. Do we have a role at this event other than the DEW? (For example, a presentation?) 4. Will other materials (i.e., PowerPoint presentations) need to be created in addition to this DEW? If so, who is coordinating that work? |  |

*What to have the day of your event to make sure it runs smoothly:*

* + *At least 45 minutes for the actual DEW event*
  + *A room that is large enough for participants to walk around and look at the posters if you put them on the wall or against the wall using easels, as well as chairs (and ideally tables) for participants to sit together and discuss the data*
  + *“Painters” tape to avoid damaging wallpaper and paint*
  + *Pens, post-it notes for participants to write their reactions and put them on the posters*
  + *A speaker for quiet background music while participants are viewing the data (suggested)*
  + *Spelled out any acronyms and defined uncommon terms (i.e. CAASPP, NAEP etc.)*
  + *A “plan B” for the day of the event in case you run into issues with the space, etc.*