

Photovoice Facilitators' Packet

Enclosed in this packet are the guidelines and curriculum to run a Photovoice workshop under the San Mateo County Office of Diversity and Equity (ODE) Storytelling Framework.

Documents included in this packet will be underlined when mentioned.

For additional support from ODE, apply at smchealth.org/StorytellingFacilitators or email the Storytelling Program at HS_BHRS_STORYTELLING@smcgov.org. Please apply and request materials (flyers, cameras, blank applications, projectors, or laptops) at least 2 months before your Photovoice workshop.

What is Photovoice?

The ODE storytelling program empowers community members to share their stories of recovery and wellness to heal and address issues within their communities. Photovoice is a process by which people can identify, represent, and enhance their community through photography and written narrative. Final projects display a single-page layout of a photo and short written piece.

Considering factors such as racism, discrimination, and poverty, these workshops reduce stigma and broaden the definition of recovery. The stories shared are both personal and powerful. For some, they've created a sense of connection, and for others, they've been transformative. Stories captured in our county shed light on important social issues including stigma around mental health and substance use and empower others with lived experience to share their stories.

ODE's storytelling program is funded by the Mental Health Services Act (Prop 63), which is a 1% tax on millionaires in California to provide behavioral health services. As a part of Behavioral Health and Recovery Services, the Storytelling program seeks to help participants challenge community mental health stigma as well as cope with trauma, internalized stigma, and other mental health symptoms.

Photovoice Facilitation Requirements

Photovoice workshops may only be facilitated by certified Photovoice facilitators. To earn and maintain certification as an ODE Photovoice facilitator, you must:

- Complete the "Photovoice: Facilitator Training" program in its entirety (6-hour training)
- Facilitate your first workshop with an experienced co-facilitator
- Submit required materials after each workshop and ensure appropriate follow-up with participants
- Maintain positive evaluation status from workshop participants

ODE Workshop Support

ODE offers two forms of workshop support (General and Plus) to aid in running Photovoice workshops. All facilitators are to collect and submit the following materials within one week after the workshop ends.

- Sign-in Sheets
- Pre-workshop Questionnaires
- Post-workshop Questionnaires
- Demographic Questionnaires
- Workshop Evaluations
- Service Request & Referral
- Follow-up Evaluations (10-weeks post-workshop)
- To offer County Media Release forms to all participants and indication of which stories are released. (Given the sensitivity of material, respect the decision of all participants)
- Final Photovoice projects (Please send a document of all final images, scripts, and titles to Siavash Zohoori at szohoori@smcgov.org. Siavash will respond with JPEG and PDF files of the final Photovoice projects in the standard SMC BHRS Photovoice layout.)

Request an application for ODE workshop support by emailing Siavash Zohoori at: szohoori@smcgov.org or HS_BHRS_STORYTELLING@smcgov.org

Support Option	Features	Requirements
General	8.5x11 Laminated prints Flyer design Cameras Projector + mac adaptor MacBook Pro Consultation Co-facilitation Workshop materials (English, Spanish coming soon)	Sign-in sheets Pre- & post-workshop questionnaires Demographic questionnaires Participant evaluations Follow-up evaluations Active facilitator certification Offered media release Clinical support Recommended 1:2-3 (facilitator:student) Intentionality about reaching new audiences
Plus (+)	General support features 12x18 Laminated prints Incentives (\$25 /person) Lunch	General support requirements Application for 'Plus' support

PHASE 1: PRE-WORKSHOP CHECKLIST

Develop your framing question

You probably already have an idea of who your workshop participants are. Start thinking about your workshop objectives and target audience. For example, the Photovoice process may be used as a healing workshop and/or may be displayed as part of community-based participatory research (CBPR) for a public health intervention. Here are some questions to consider when developing your **framing question** – this is the question that will guide the participants in creating their projects.

There are two types of Photovoice workshops: (1) therapeutic and (2) community advocacy. For more advocacy based workshops, it is recommended that participants consider including specific names of resources as well as their hopes. For more therapeutic workshops, it is recommended that participants name their emotions in their Photovoice narratives.

- Who are your workshop participants? Who will be producing Photovoice projects?
- What issue are you attempting to address/challenge?
- Who are the stakeholders in this issue?
- Are you planning to work on an issue that affects a community with whom you don't identify? If so, who would be an appropriate guest facilitator to introduce and present on the issue?
- How will Photovoice help your participants?
- How will these Photovoices be presented? (gallery display, report, etc.)
- Who is your target audience? Who do you want the finished projects to reach?

Framing question:

3 Months Prior to Workshop

- Brainstorm your approach for working with the theme or issue. Contact ODE for support and approval (Storytelling, HS_BHRS_STORYTELLING@smcgov.org).
- Reserve a room (Make sure it allows food!)
- Plan food and snacks or order catering.
- Coordinate co-facilitation and clinical support.
- Invite guest presenters, if needed.
- Brainstorm where to share completed Photovoice stories and contact venues/audiences.
- Request ODE workshop support (email Siavash Zohoori at: szohoori@smcgov.org or HS_BHRS_STORYTELLING@smcgov.org):
 - General support
 - Plus support (+)

2 Months prior to workshop

- Publish flyers and applications.
- Outreach to communities and providers.
- Create presentation about framing question.

1 Month prior to workshop

- Review and admit satisfactory applications.
- Provide notice to participants with satisfactory applications.
- Review phase 2 of this guide. Reach out for support with any questions.
- Request interpreter service, if needed.

Day before the workshop

- Confirm with participants the day before workshop via phone
- Confirm catering or prepare food and snack

PHASE 2: WORKSHOP HOW-TO

This “How-to” instructional guide includes a module-by-module purpose, materials to bring, and procedures to facilitate a Photovoice workshop using the ODE Storytelling Framework. The workshop totals to 8 hours and may be adapted to fit your time constraint—Module 1 and 2 may be combined to one day or run as separate days, and Module 3 and 4 may also be combined or run separately. We recommend that workshop meeting times fall close to one another to ensure participant follow-through.

UTILIZING INTERPRETERS

ODE may coordinate interpreters to support your workshop upon request. Here are some suggestions and guidelines for working with interpreters as well as participants who speak a different language than you:

- Check in with the interpreter before the workshop to inform them about daily workshop goals and agenda.
- Check in at the end of the workshop with the interpreter and the participant(s) utilizing the interpreter to reflect on communication and if the participant or interpreter has any feedback to improve communication
- Ask interpreter to translate written submission immediately after the participant completes paperwork and workshop assignments

For more assistance and training on working with interpreters, watch ODE’s Cultural Humility Video Series on YouTube and enroll in a training course, such as, ‘Working Effectively with Interpreters in a Behavioral Health Setting’.

PROJECT MANAGEMENT

Utilize the project management tools on the facilitator hub to track participant progress. Ensure that all participants have completed the milestones required for each module as you move through the workshop.

Module 1

PURPOSE: The first day of the Photovoice workshop should be focused on supporting the participants in developing their understanding of the theme/issue and setting the tone for the group. It is best for the facilitator to establish a space in which the participants feel respected and their truths are honored.

Agenda

	Activity	Time
1	Sign-in and food	20 minutes
2	Introductions & Agreements	20 minutes
3	Framing question presentation	20 minutes
4	Break	10 minutes
5	Group exercise	20 minutes
6	Debrief & Self care	10 minutes
7	Closing	10 minutes

PROCESS

1. Sign-in and food (20 minutes). Make sure each participant completes the Pre-workshop questionnaire and Demographic questionnaire!
2. Introductions and agreements (20 minutes):
 - The lead facilitator will introduce themselves and the workshop. They will also introduce the guest speaker if that person is present.
 - Pass out Photovoice stories (as examples) for participants to look through and read.
 - Ice Breaker: Invite participants to introduce themselves and say one additional thing about themselves. Let participants know that there will be time to share their stories later in the meeting.
For example, “introduce yourself and tell us a bit about what brought you to this workshop”, or “introduce yourself and the story behind your name!”
 - Create group norms/agreements together.
3. Presentation of the theme/issue your Photovoice workshop will address (20 minutes). This may be done by the lead facilitator or a guest facilitator, whoever is appropriate.
 - Introduce your framing question to the group. Allow time for participants to ask clarifications and consider the question together.

✓ Day 1 materials

Print these materials ahead of time and make sure to bring them to the workshop!

- Sign-in Sheet
- Pre-workshop questionnaire
- Demographic questionnaire

E-materials:

- Presentation of the theme/issue/framing question (if using Powerpoint)

Electronics:

- Projector & laptop if needed for presentation

For example, ask the participants, “What are some ways in which you can relate to this topic?”

4. Break (10 minutes)
5. Group exercise: Think, Pair, Share (20 minutes). Ask your workshop participants to think about and discuss the following questions in pairs:
 - Why do you want to share your story/create a Photovoice?
 - Who needs to hear your stories? Why do they need to hear them?
 - How might your Photovoice project help people diagnosed with mental health issues or in recovery from substance use?
 - Who else might your Photovoice project help? How?
6. Debrief and self-care (10 minutes). It is recommended that the supporting clinician facilitates the closing process. They are welcome to close the space as they would like. A potential prompt for group sharing can be: “How are you feeling now, and what is one thing you will do (out of your ordinary schedule) to take care of yourself?”
7. Closing. Ask participants to continue thinking about the framing question after they leave for the day.

Homework: Participants should come back to the next session having contemplated the framing question.

Module 2

PURPOSE: Participants will develop Photovoice IQ, plan to capture their own photos, and write scripts.

Agenda

	Activity	Time
1	Sign-in and food	20 minutes
2	Framing question check in	10 minutes
3	Presentation: How to Make a Photovoice	20 minutes
4	Storycircle	20-30 minutes
5	Script writing	10-20 minutes
6	Camera tutorial	10 minutes
7	Debrief & Self care	10 minutes

✓ Day 2 materials

Printed materials:

- [Sign-in Sheet](#)
- [Photo planning guide](#)
- [How to Use Your Camera guide](#)
- [Camera Check Out Form](#)

E-materials:

- [Photovoice presentation](#)

Electronics:

- Projector & laptop if needed for presentation
- Camera, bag, charger, battery, SD card

PROCESS

1. Sign-in and food (20 minutes)
2. Framing question check in (10 minutes). Reflect on the previous session's discussions and the framing question
3. Presentation: How to Make a Photovoice (20 minutes):
 - The lead facilitator will give the presentation on the basics of Photovoice and photography/drawing/etc. Pass out examples of Photovoices and lead a discussion on the themes and elements of each story. This presentation is included in the ODE Photovoice Facilitator Packet.
 - Allow time at the end for discussion and questions!
4. Storycircle (20-30 minutes): As a group, ask participants to share and reflect on the ideas they developed during the individual brainstorming and their stories behind them.
5. Script writing (10-20 minutes). This is an opportunity for participants to plan their photos or begin writing their script (150 words), and for the facilitator to support participants one-on-one. The following materials may help guide participants' brainstorming:
 - [Brainstorm Worksheet](#)
 - [Storyboard Template](#)
 - [Photo Planning Guide](#)

Storycircle Guidelines – Adapted from StoryCenter, Berkeley, CA

Storycircles are a space in which participants can explore their interests for their Photovoice project. Some participants use the space to practice sharing their story, while others bounce their ideas off of the group.

While facilitating the group through the Storycircle, share these rules with the participants, and do your best to hold yourself and the group accountable to them:

1. We are susceptible to becoming sidetracked or forgetful or where we are headed when/if interrupted. **Allow all storytellers to complete their presentation before opening it up for the group to provide comments or ask questions.**
2. Sharing stories can make people feel vulnerable. **Begin with an appreciative comment first**, then state your comment or ask a question.
3. Sometimes it's easier to envision a solution or an approach to telling a story when it's someone else's rather than your own. Brainstorming is good, but we ultimately want to foster the ownership of each story by the individual to whom it belongs. Guide the participants who choose to give feedback to use the phrase **"if it were my story..."** at the beginning of their suggestions or concerns.
4. If you have heard a similar comment or question addressed in the discussion by another person, **please refrain from repeating** it unless you feel you have significantly new insight.

5. Camera tutorial (20 minutes). Participants are encouraged to use their own cameras or phones to capture photos. If a participant would like to borrow a camera:
 - Issue cameras—make sure each participant has a camera, bag, charger, battery, and SD memory card.
 - Follow the [How to Use Your Camera](#) guide to teach participants how to use their newly issued camera.
 - Make sure participants complete and return the [Camera Check-Out Form](#).

Coordinate how participants will submit their photos to the facilitator before the next session (e-mail, Dropbox, etc.). Invite participants to send their three favorite images. Be prepared to troubleshoot a solution if you are working with clients who have limited access to technology.

6. Debrief and self-care (10 minutes).

Homework: Capture (or organize from old pictures) 10-15 images you might like to use for your Photovoice project. Email or bring files.

Module 3 prep

As much as possible, gather the submitted photos from Day 2, and put them together in a folder. Label the photos with the participants' names and #1, 2, 3 (Ex. Siavash1). It is okay if you are unable to do this.

Module 3

PURPOSE: The third day is for the participants to complete their image selection and for the scripts to be near completion. The process on Day 3 is less structured, and may be modified to fit the needs of the participants. Image selections, discussions, and individual work may happen organically. Do not feel the need to adhere to the guidelines. Although there is still an agenda to cover, meet the group where they are at and support them with whatever they need to succeed.

Agenda

	Activity	Time
1	Sign-in and food	10 minutes
2	Photocircle and selection	40 minutes
3	Script Writing	60 minutes
4	Debrief & Self care	10 minutes

✓ Day 3 materials

Printed materials:

- Sign-in Sheet

E-materials:

- Photo presentation (Day 3 prep)

Electronics:

- Projector & laptop for photo presentation

PROCESS

1. Sign-in and check-in about progress (10 minutes)
2. Photocircle and selection (40 minutes). This exercise is useful if some participants have not taken photos and if others are unsure of which photo to display in their final Photovoice. If this exercise will be beneficial, here are the instructions: Display the gathered images and work as a group to support each participant in selecting the image they would like to use for their Photovoices. Participants are invited to share the stories behind each image.

Facilitating Photocircle and Selection Process

1. Have each participant select their 3 favorite pictures (label them with the participant's name and #1, 2, 3) (Ex. Siavash1).
2. Show all three photos first, then ask the participant to introduce each image and explain why they chose it, as well as how they think it relates to or answers the framing question. Encourage the group to provide feedback.
Clarifying questions to help participants organize their thoughts:
 - What is the story behind this photo?
 - What is important for people to understand about this photo and why you took it?
3. Take notes on what each participant says (it might help later with their scripts!)
4. Ask the participant if they would like feedback from the rest of the group.

3. Complete scripts (60 minutes). In the remaining time, participants will work on their photo scripts individually.

Script Guidelines

- Final scripts are recommended to be 150 words
- Each story benefits from including a title
- Participants need to be clear about how they would like their name to be identified on their final Photovoices (first name and last initial, both initials, etc.), and whether they would like to include their age.

4. Debrief and self-care (10 minutes).

Homework: Participants who have not completed their scripts should do so at home.

Module 4

PURPOSE: This is the final day of the workshop! Participants are encouraged to complete their projects and share them with the group. If there is remaining time, work with the group to create a call to action to accompany the Photovoices to be packaged and shared.

Agenda

	Activity	Time
1	Sign-in and food	10 minutes
2	Group check-in	10 minutes
3	Finalize scripts	20 minutes
4	Showcase	30 minutes
	Create call-to-action	If extra time
5	Next Steps	20 minutes
6	Reflection and evaluation	30 minutes

✓ Day 4 materials

Printed materials:

- Sign-in Sheet
- Post-workshop questionnaire
- Evaluations
- Service Request & Referral
- Stipend forms
- Media release forms

Other materials (if applicable):

- Post-it board and markers
- Projector & laptop for call to action

PROCESS

1. Sign-in and food (10 minutes)
2. Group check in (10 minutes). See where all the participants are in their projects, how they are feeling about their final projects, and whether they have any lingering questions.
3. Finalize scripts (20 minutes). Work one-on-one with participants to finalize their scripts. *If there is remaining time*, work with the group to create a call to action that they would like to share with stakeholders.

For call-to-action statement:

- Lead the group in writing a short paragraph to an audience of their choosing about the theme of the Photovoice workshop.
 - Use the projector or post-it board so that participants can see what you are writing.
 - Share details about any planned events at which the final Photovoice projects will be displayed.
4. Showcase to group (30 minutes). Open up the space for participants to volunteer to read their final scripts, alongside their printed or projected photo.

Guidelines for showcasing stories:

- Invite each storyteller to stand in front of the group when presenting their Photovoice story
- Invite the participant to share the image and then read their script to the group
- While still standing in front of the group, open up space in the group to respond to the story and offer positive affirmation. This is not a time for feedback.

5. Next Steps (20 minutes). Thank the group for their participation and open up space for reflection.
 - Invite participants to share where they would like to see their final Photovoice projects shown.
 - Ask participants, “Who needs to see your projects?” to inform tactics for future advocacy.
 - Take notes to send to ODE— we will work to arrange for these things to happen!
6. Reflection and evaluation (30 minutes). To conclude the Photovoice workshop, lead a personal reflection process. Contextualize to the group that this is the start of the evaluation process and will be an opportunity for the participants to process and celebrate their growth and success. It may also be a helpful transition for participants to leave the workshop feeling resolved. As this is part of the evaluation process, Facilitator(s) are required to take notes of what the participants share. Facilitator(s) of the workshop may use their discretion to ask the following questions as they lead a reflection process to conclude the Photovoice workshop. Take notes of participant responses:
 - Now that we’ve completed and shared our Photovoices, let’s take some time to reflect on the process. Would anyone like to say anything? Or, what comes up for everyone?
 - Thinking back to the first day of the program, how did the workshop meet your expectations?
 - Thinking back to when we had the conversation about our goals and audience, how do you feel about our final products? What about our next steps?
 - This workshop is meant to be a space for you to heal and address community issues through Photovoice. How did we (the facilitators) do?
 - Compared to before the workshop, how do you feel about sharing your story?
 - Is there anything unresolved or unsaid that people would like to share now?

Upon distributing the evaluations after the group reflection, it is recommended that facilitator(s) offer participants 1:1 support to fill out evaluation forms. When providing 1:1 support, please:

- Use your best discretion to pair participants with a facilitator, or other support, who they feel comfortable with sharing their honest feedback.
 - Read the questionnaires with the participant exactly as they are written on the form.
 - If the participant elects for you to scribe their response, practice accuracy as you write their responses.
 - Upon completing each open-response question, read their answer back to them to confirm that you captured it how they want.
 - Endorse “If you received assistance completing this evaluation, please check this box” on the evaluation.
7. Close. Ensure each participant completes these forms:
 - Post-workshop questionnaire
 - Participant evaluation
 - Service Request & Referral Form
 - Stipend receipt form
 - Media release form (optional)

PHASE 3: POST-WORKSHOP

Follow-Up

COMPLETING THE WORKSHOP

Within one week of completing the workshop, send the following required documents to ODE Storytelling Coordinator, szohoori@smcgov.org or HS_BHRS_STORYTELLING@smcgov.org):

- [Sign-in sheets](#)
- [Storytelling Pre-workshop questionnaires](#)
- [Storytelling Post-workshop questionnaires](#)
- [Demographic questionnaires](#)
- [Participant evaluations](#)
- [County release forms](#)
- [Follow-up evaluations \(to be completed in 10 weeks\)](#)
- Final Photovoice projects—include all final images, scripts, and titles.
 - Make a note of how each participant would like their name to be identified on the photos (first name and last initial, both initials, etc.) and whether they would like to include their age.
 - Notes from Day 4 regarding where participants would like their final Photovoice projects shown and reflection evaluation.

Siavash will respond with JPEG and PDF files of the final Photovoice projects in the standard SMC BHRS Photovoice layout.

SUPPORTING THE GROUP FOR THEIR VOICE TO BE HEARD

As we are working with communities that are marginalized and are sharing their stories for the betterment of their communities, it is important to follow up and continually support the group (after the workshop ends). Completing the Photovoice workshop without a plan for sharing the stories allows marginalization to continue—We are doing this work to enact change! Following up the workshop, facilitators are encouraged to coordinate at least 1 opportunity for the stories to be seen or shared with an audience identified by the participants. Further, facilitators are encouraged to hold check-ins after the workshop ends to review participants' progress and support needed.

SHARING STORIES

Presenting and displaying Photovoices can feel fulfilling, enact change, and support ownership of participant growth. Collaborate with the storytellers (workshop participants) and partner agencies to determine the path you would like to take: presentation or display gallery-style. Whichever method you determine, ensure that your audience completes and submits [Photovoice Viewer Evaluations](#).

FOLLOW-UP EVALUATION

10 weeks after completing the workshop, distribute follow-up evaluations to the Photovoice participants. The follow-up evaluations measure the lasting impact of the storytelling workshop and the follow up support that the group receives.

Thank you.

Thank you so much for helping enhance our communities through storytelling. Reach out for support, or just for a simple check-in. We'd love to hear from you. Furthermore, we'll do whatever we can to support you as you utilize Photovoice in our communities.