



Photovoice Facilitators' Packet

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

See document titled, *Day-Of Checklist for Photovoice Workshops*, for a list of documents included. Documents included in this packet will be underlined when mentioned.

For support from ODE, email the Storytelling Program at HS_BHRS_STORYTELLING@smcgov.org. Please request materials (flyers, cameras, blank applications, projectors, or laptops) at least 1 month before your Photovoice program.

What is Photovoice?

Photovoice is a process by which people can identify, represent, and enhance their community through photography. Final projects exhibit 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 abuse and empower others with lived experience to share their stories.

ODE Programmatic Support

ODE offers two forms of support (General and Plus) to aid in running Photovoice programs. In return, all facilitators are to collect and submit the following materials within one week after the workshop ends. A list of program materials for the day-of your program may be found [here](#).

- Storytelling Pre-program questionnaires, Storytelling Post-program questionnaires
- Demographic questionnaires
- Evaluations
- Sign-in Sheets
- To offer County Media Release forms to all participants and indication of which stories are released (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 programmatic 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 Programmatic materials (English, Spanish coming soon)	Sign-in sheets Pre- & post-program questionnaires Demographic questionnaires Evaluations Active facilitator certification Offered media release <u>Recommended</u> 1:2-3 Facilitator-to-student Intentionality about reaching new audiences Clinician present at meetings
Plus (+)	General support features 12x18 Laminated prints Stipends (\$25 /person) Lunch	General support requirements Application for 'Plus' support

To earn and maintain certification as a Photovoice facilitator, you must:

- Complete the "Photovoice: Train-the-Trainer" program in full
- Pre-program consultation with storytelling program prior to publicizing the program
- Storytelling coordinator (Siavash Zohoori) present as a co-facilitator at your first program
- Post-program reflection with storytelling coordinator (Siavash Zohoori)

PHASE 1: PRE-WORKSHOP CHECKLIST

Develop your framing question

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

- Who are your program 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 Program

- Develop your approach for working with the theme or issue. Once you have finalized your framing question, contact ODE for approval (Storytelling, HS_BHRS_STORYTELLING@smcgov.org).
- Reserve a room (Make sure it allows food!)
- Plan or order catering
- Coordinate co-facilitators to support participants in writing their stories and a clinician to offer psychological support by holding space during the program times
- Invite guest presenters if needed
- Brainstorm where to share finished Photovoice projects, and contact venues if applicable
- Request from ODE (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 community and providers
- Create presentation about framing question

1 Month prior to workshop

- Review and admit satisfactory applications
- Provide notice to participants with satisfactory applications
- Start familiarizing yourself with the Photovoice presentation (for Day 2)—feel free to adapt it to your needs!

Day before the workshop

- Confirm with participants the day before workshop via phone

PHASE 2: WORKSHOP HOW-TO

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

Part 1

PURPOSE: The goals on the first day of the Photovoice program are to support the participants in developing their understanding of the theme/issue and setting the tone for the group. The facilitator needs 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	Community issue	20 minutes
4	Break	10 minutes
5	Group exercise	20 minutes
6	Framing question & close	10 minutes
7	Debrief & Self care	10 minutes

✓ Day 1 materials

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

- Sign-in Sheet
- Pre-program questionnaire
- Demographic questionnaire

E-materials:

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

Electronics:

- Projector & laptop if needed for presentation

PROCESS

1. Sign-in and food (20 minutes). Make sure each participant completes the Pre-program questionnaire and Demographic questionnaire!
2. Introductions (20 minutes):
 - The lead facilitator will introduce themselves and the program. They will also introduce the guest speaker if that person is present.
 - 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 program”, 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.
 - Follow the presentation by opening up the space for thoughts.
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 program 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?
 - If relevant, how might your Photovoice project help people diagnosed with mental health issues or in recovery from substance abuse?
 - Who else might your Photovoice project help? How?
6. Framing question and close (10 minutes). Introduce your framing question to the group. Allow time for participants to ask clarifications and consider the question together. Ask participants to continue thinking about the framing question after they leave for the day.
7. 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?”

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

Part 2

PURPOSE: Participants will learn the Photovoice format, how to read and dissect photos, how to capture their own photos and write scripts. The goal of Day 2 is for participants to leave with a plan for a story or message they'd like to convey, as well as some ideas for the pictures they will capture.

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 minutes
5	Script writing	20 minutes
6	Camera tutorial	20 minutes
7	Debrief & Self care	10 minutes

PROCESS

1. Sign-in and food (20 minutes)
2. Framing question (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 Photovoice and the basics of photography. This presentation is included in the ODE Photovoice Facilitator Packet.
 - Allow time at the end for discussion and questions!
4. Storycircle (20 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 (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

✓ 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

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 the participant 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 welcome to use their own cameras or phones to capture photos. If a participant needs 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.

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

Part 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).

Part 3

PURPOSE: The third day is for the participants to complete their image selection and for the accompanying 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	60 minutes
3	Script Writing	40 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 food (10 minutes)
2. Photocircle and selection (60 minutes). Project the gathered images onto a screen and work as a group to support each participant in selecting the image they would like to use for their projects. 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.

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?
 - What does this photo mean to you?
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. Break (10 minutes)
4. Photo scripts (40 minutes). In the remaining time, participants will work on their photo scripts individually.

Script Guidelines

- Final scripts should be about 150 words
- Each story should have 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.

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

Part 4

PURPOSE: This is the final day of the program! Participants should complete their projects and share them with the group. If there is remaining time, work with the group to create a call to action that the lead facilitator/ODE can share alongside the Photovoices at a showing.

Agenda

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

✓ Day 4 materials

Printed materials:

- Sign-in Sheet
- Post-program questionnaire
- Evaluations
- Stipend forms
- Media release forms

Other materials:

- Post-it board and markers for call to action (if applicable)

Electronics:

- Projector & laptop for call to action (if applicable)

PROCESS

1. Sign-in and food (10 minutes)
2. Group check in. 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. 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:

- Lead the group in writing a short paragraph to an audience of their choosing about the theme of the Photovoice program.
 - 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. Open up the space for participants to volunteer to read their final scripts, alongside their printed or projected photo.
 5. Reflection. Thank the group for their participation and open up the 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 might be able to arrange for these things to happen!
 6. Close. Make sure each participant completes these forms:
 - Post-program questionnaire



- Participant evaluation
- Stipend receipt form
- Media release form (optional)

PHASE 3: POST-WORKSHOP WRAP-UP

Within 1 week after 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-program questionnaires
- Storytelling Post-program questionnaires
- Demographic questionnaires
- Evaluations
- County release forms
- 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.

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