

Want to LEAD a Jane's Walk? Here's what you need to know

2018 Key Dates:

From today onwards:	Prepare your Jane's Walk.
March 1, 2018:	Website opens. Walk leaders can POST their walks.
March 31, 2018:	Please have your walk posted.
April 2018:	Help us promote your walk and the festival as a whole.
May 4, 5, 6, 2018	Jane's Walk festival runs, in Calgary and around the world.

Role of Walk Leader(s):

- Design your walk
- Pending approval from us, Post your walk on the festival website
- Promote your walk in your neighbourhood and in your circle of friends, family, and community
 - We'll have resources to help you
- Be at your walk meeting site 20 minutes prior to start time
- Read out an introduction to your crowd. We will provide you with the content
- Lead your walk on site, with whomever shows up to join you, in any sort of weather
- Help walkers stay safe on the walk
- End your walk on time
- Let us know how it went, and how many people joined you
- Participate in social media, if you like to do so

Want Inspiration?

- Talk with neighbours; learn their stories; ask them to co-host with you
- Access Calgary Public Library resources –
 - [Digital Library](#)
 - Local History Room: At the downtown branch
- www.calgaryheritageauthority.com/ – online resources
- Ask local businesses and charities for their stories; see if they will serve as a stop on your walk
- What's the significance of your neighbourhood's name?
- Find out more about who local schools are named for. And other buildings too.
- Other sources of info: Federation of Calgary Communities and City of Calgary websites
- Use walkability tools to learn more about what works well or not on the blocks you'll walk

Info you'll have to have ready to POST your walk	
BASICS	
Walk title <i>Write something short and memorable</i>	
Date <i>Pick one</i>	May 4, 5, or 6, 2018
Meeting Time <i>Pick a time that works best for you. If we have too many walks happening at the same time, we'll ask if someone can move theirs.</i>	
Walk duration <i>Recommend 1.5 or 2 hours</i>	
Walk description – SHORT <i>Be creative. This is your chance to get people curious about your walk.</i> MAX: 140 character description	
Walk Description: MORE COMPLETE <i>People who are intrigued by your short description will click in here to see more details. Make them interesting too.</i> MAX: 300 character description	
Photo <i>Get a digital photo ready; one that says something about your walk neighbourhood or theme</i>	
THEME	
What will your walk focus on?	Pick 3 <ul style="list-style-type: none"> <input type="radio"/> Urbanism <input type="radio"/> Arts & culture <input type="radio"/> Architecture <input type="radio"/> History <input type="radio"/> Environment <input type="radio"/> Economy <input type="radio"/> Indigenous community <input type="radio"/> Getting around <input type="radio"/> Neighbourhoods <input type="radio"/> Food <input type="radio"/> Diversity & Inclusion <input type="radio"/> Health & Wellness

KNOW YOUR ROUTE	
What neighbourhood(s) are you walking in?	
<p style="text-align: center;">Meeting place <i>Recommend: Meet in a public location near public transit If you're meeting inside, get permission first</i></p>	
<p style="text-align: center;">End Location <i>Ideally, end your walk at the same place you started it. If not – then end near public transit or within a short walking distance of where you started, and be prepared to walk people back to the start so they don't get lost.</i></p>	
<p style="text-align: center;">Walk Stops <i>You do not have to provide a list of all your stops. You just need to have them ready. Likely, you'll want no fewer than 6 stops and no more than 10.</i></p>	<p>ALWAYS pick places that are safe to stop, where there's room to cluster</p> <p>As much as possible, pick places that</p> <ul style="list-style-type: none"> • Are away from traffic and noise • Offer someplace to sit or lean • Offer shade or wind protection • Are pretty easy to walk to
Accessibility	
<p style="text-align: center;">Notice these factors</p>	<p>Check all that apply</p> <ul style="list-style-type: none"> • Steep slopes • Uneven terrain • Busy sidewalks • Breaks offered along the way • Fast-paced, covering lots of ground • No dogs please – except service dogs • Enters wheelchair inaccessible buildings/areas • Good for people hard-of-hearing/will use sound amplification • Fun for kids • Bikes only • Skateboards only
Additional accessibility factors or concerns	
<p style="text-align: center;">How will people find you? <i>Maybe you'll wear a red scarf, hold a sign, or...???</i></p>	
Public transit directions	
Parking information	

Your Team	
Name(s) of Walk Leader(s)	
Bio(s) <i>Tell a bit about you. Be creative! Let people know something interesting and relevant about you.</i> MAX: 140 characters per leader	
Walk volunteers <i>Let people know who is helping out with the walk – any co-hosts or people who will join you at certain sites to share their stories</i>	
Social media	You can post your Facebook, Twitter, or Instagram accounts, if you like
For our Volunteer Records	(not for public release)
Contact Name	
Daytime phone number	
Cell phone number THAT WILL BE ON THE WALK with you	
Email	
Mailing Address	

A few things to remember:

- Jane’s Walk is a no-cancellation, all-weather walk
- There is no pre-registration. You won’t know how many people will join you until the moment your walk is set to start. It could be 2, 20, or 40 people, or in rare instances up to 100. Prepare for all possibilities by having friends co-host with you or volunteer to help you with crowd control.
- Not being able to hear is the number one concern of walk participants
 - Borrow or rent sound amplification equipment
 - Cluster people up at each walk stop. Wait until everyone is with you before you speak.
 - Practice speaking loudly. Always speak to the people farthest from you when you cluster up at the stop location; that habit will help you project your voice so that everyone can hear.
- Jane’s Walk is as much a WALKING CONVERSATION as it is a walking lecture. Walk leaders don’t have to carry the walk themselves. Create space for walk participants to contribute their stories and knowledge. Ask people to notice things along the way – about the sounds, sights, smells, activities of the neighbourhood – and share what they’re noticing with their fellow walkers.
- We can help you think through your ideas and plan your walk. Get in touch.

Info and support:

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