

How to Make an Activity Station

An Activity Station is one of the best ways to reach people of all ages and interests. All you need is a table, a sign-up sheet, and a low-cost craft activity. Activity Stations can be used at all sorts of community events. In Hunting Park, the station was used at meetings, festivals, and even outside of a local supermarket.

When creating your activity station, plan ahead to avoid feeling unprepared or overwhelmed. The purpose of the activity station is to share and receive information. Be sure to talk to residents about their experiences and how a Beat The Heat project could benefit them.

Identify your audience

Who is your target audience? Where can you find them? In Hunting Park, we engaged youth in hands-on activities while engaging their parents in a conversation and survey about neighborhood heat.

Choose your games, activities, and giveaways

Do you plan to attend large events with lots of youth? Smaller events with mostly adults? How many people will run the activity table at a time? Giveaways are not necessary but they help! Consider purchasing easy to manage giveaways like seed packages, premade hand fans, school supplies, etc. A colorful tablecloth with your organization's name is also a great way to attract people to your table.

1 person staffing activity table

- Coloring pages, crayons, coloring pencils, or markers
- "Question of the Day"
 - Display on large poster board. Have participants record answers on post-it notes or write directly on the board. Can be simple questions like "How do you stay cool in the summer?"

2+ people staffing activity table

- Make Your Own Hand Fan
 - Pre-cut construction paper to save time during the event. Can substitute other simple crafts projects. Be creative!
 - See page 46 of the Beat the Heat Hunting Park Plan for guidance on how to make hand fans
- Neighborhood Mapping exercise
 - Draw simple outline of your neighborhood. Ask participants to identify places that are really hot and places where people go to cool off
- Neighborhood Survey

Other tips

- Keep it simple! Limit the table to 1-2 activities at a time.
- Rely on the strengths and skills of those staffing the table when designing activities.
- Practice makes perfect. Your activity table will likely change and improve over time. Don't get discouraged if things don't go well at first.
- Keep a record of the events your group participates in: **1)** write down what the activities were, how many people participated, # surveys completed, and any changes the group can make for next time. **2)** Keep track of all sign-in sheets. The people you meet at events may want to get involved in the project later on!