

Setting up

LOCAL LEARNING LAB



- ▶ WWF-AUSTRALIA ▶ THE AUSTRALIAN CENTER FOR SOCIAL INNOVATION ▶ REGEN STUDIOS
▶ GIPPSLAND SOCIAL ENTERPRISE COLLECTIVE ▶ THE MAST ▶ START UP GIPPSLAND ▶ BAW BAW FOOD HUB

GOALS of the Lab:

Regeneration, Learning, Connecting

DAY 1: SATURDAY

Exploring Potential of Place

DAY 2: SUNDAY

Capabilities

Purpose

This document shares ideas and examples of what we did when setting the space for a regenerative experience.

Goals and Outcomes

- Set up a space for active, reflective, experiential learning and connection with one another and place
- Support you to be prepared



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SETTING UP

Timing

4 HOURS

Instructions

Assumptions

This activity is pre-Lab. The Working Group or Lab Delivery team will be on site setting up the Lab space.

Consider:

- Material preparation and collection pre-event date
- Host Welcome Dinner pre-Lab with key partners, to support connection and alignment
- Create an event set up schedule (what, who, when)
- Ensure you have snacks, drink, take breaks and eat well during setting up

Handouts

On the next pages you will find the following guide:

- **Setting up** - This handout gives an overview of the elements to consider when setting up your Lab.

Tips

Connect

Schedule time for the Lab delivery team to meet before everyone arrives, and the spaces are all set, to connect, breathe and appreciate the momentous and exciting undertaking.

Map

Map the space on paper so everyone knows where everything needs to go up on walls, and where tables and chairs are to be placed.

Run sheet

Include all materials, setups and who is doing what in the run sheet.



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Setting up

What do you need for the program? How do you want to set up the spaces? What approach will you take to catering? What technology is needed if any?

Materials

Consider:

- Are there banners for sponsors?
- What do you need for the program? (Flipchart, post-its, textas, pens, bluetack, maps, whiteboards)
- Do you need handouts?
- What posters do you need to pre-prepare?
- When will you print and collect?

Spaces

Consider:

- Spaces large enough for the whole group to circle up
- Tables and chairs for people to work in small groups
- Outdoor spaces
- Equipped kitchen to support catering
- Sufficient wall space for posters and collective activities

Catering

Consider:

- Places to set up the catering for the event
- Display a menu
- Include a washing up schedule if participants need to be involved with this service
- Bring picnic blankets if outdoors is an option for eating

Technology

Consider:

- Need for a AV team member
- Photography, film, or graphic recording tech needs
- Projector / computer / sound capabilities if you are screening Regenerating Australia or other videos
- Need for microphones

Hospitality

Consider:

- Arrival and accommodation schedule
- Welcome table and decorations
- Natural materials to decorate
- Make a playlist and play during setup and during breaks

GALLERY



Prepare activity resources

Photo credit: Carli Leimbach



Print maps and place them

Photo credit: Dimity Podger



Foreground First Nations wisdom

Photo credit: Michelle Miller



Set up partner banners

Photo credit: Dimity Podger



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Make posters and place them

Photo credit: Michelle Miller



Decorate with native plants and share gifts

Photo credit: Dimity Podger



Set the space for large and small group work

Photo credit: Baldwin Media



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