CICLOVÍA Planning a Rural Open Streets Event





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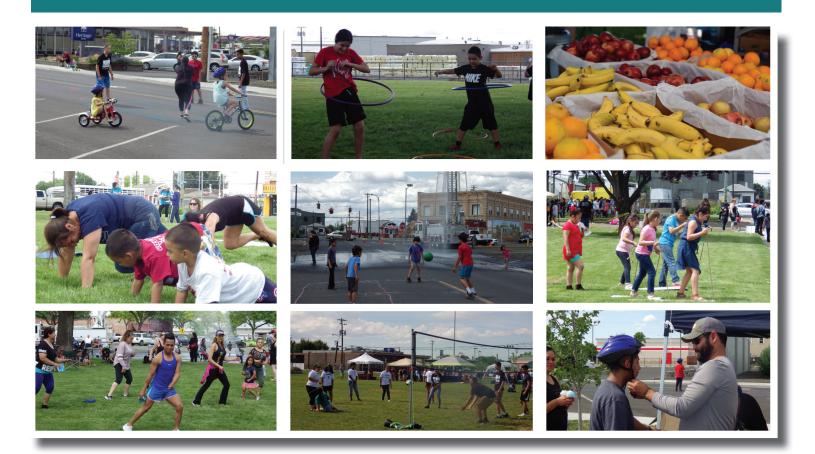
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It All Started with the Together We STRIDE Project



The Together We STRIDE (Strategizing Together Rural Interventions for Diet and Exercise) study is a community-academic partnership created to address childhood obesity in rural communities in Eastern Washington State. For six years, the community-academic partnership worked together to optimize ways to promote physical activity and healthy eating in rural communities.

- ★ One of the community activities was an event called a "ciclovía." For three years, a group of community members and the City worked together to organize the ciclovía to close streets and an adjacent park for walking, biking, jogging, and playing various sports and activities.
- ★ The partnership created this manual as a resource for other rural communities looking to implement open streets events to encourage their communities to walk, run, and bike more.
- This manual describes a step-by-step planning process from planning to implementation – including tools, resources, and recommendations for similar events planned in rural communities.



<complex-block>

Open streets initiatives temporarily close streets to motorized traffic so that they may be open to people for activity – biking, walking, jogging, to name a few.

- Many open streets initiatives are modeled after those held in Bogotá, Columbia, where the term "ciclovía" was coined to describe this type of event.
- The overall goal of a ciclovía is to enable people to reclaim their streets as places that not only serve as connections between people and place, but also as spaces in which to enjoy active transportation and physical activity.

Why We Need It

Open streets events:

- Show how community spaces can double as physical activity spaces, where families and community members can be physically active together.
- ★ Help normalize biking, walking, and playing on the streets.
- ★ Bring physical activity opportunities to where the people already are.



Ciclovías or Open Streets Events are places to enjoy the physical, mental, and social benefits of being physically active as part of an everyday routine.



How to Do It?





Planning a ciclovía takes a dedicated team. This team can be in the form of a steering committee, as described below. The overall goal of planning is to ensure that the event set-up is community-led and that the activities reflect the vision the team has for the event.

Planning the Event

The steps on how to plan a ciclovía in your community are: 1) form a steering committee, 2) set regular planning meetings, 3) promote the event, and 4) use evaluation tools. Tools and tip sheets for rural communities are included in the appendices to support your planning process. These tools can be adapted to fit the resources of your own community.



Create a Steering Committee

Step 1

The role of the steering committee is to guide the overall planning and the execution of the event. It's important that committee members have a strong knowledge base of the community where the event will take place. For example, a steering committee can be made up of members representing different sectors of the community, including healthcare, social services, faith-based organizations, city departments, and public school representatives.



Planning Meetings





Step 2

Meetings

Establishing a regular meeting schedule is necessary for fostering communication and collaboration among steering committee members. Meeting regularly (e.g., every two weeks) allows you to stay on top of planning logistics and facilitate communication to ensure the ball is always rolling.

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Agenda

An agenda is needed for each meeting, including follow-up on action items to stay organized and focused. Each meeting should be scheduled for one hour. Topics of discussion can include:

- Building partnerships with local and city organizations (e.g., City Parks and Recreation Department)
- Securing donations (e.g., bikes and other wheels)
- Marketing (i.e., flyer distribution and banner placement)



- 1. Create a timeline and plan frequent meetings.
- 2. Use checklists & action items.
- 3. Build partnerships and foster collaboration.

Task Distribution

Task distribution is best organized into a checklist of action items (*see Appendix A*). The checklist

is helpful for organizing who will do what, when, and who to talk to if questions come up. The checklist also helps

establish individual accountability and keep track of who volunteered to do which tasks.



Collaboration

Building partnerships is key to increasing the potential that the event will be a recurring one. For instance, including the City Parks and Recreation Department in the planning of our ciclovía increases the possibility that the event will be sustained as part of their regular programming.



Promote the Event





Step 3

Thinking about how you will promote your event is a crucial part of the planning process. Because this is an event for the community, it is imperative that the community knows about the event and feels welcomed to attend. Here are some key points to keep in mind

- ★ Promoting a ciclovía should be an ongoing process
- ★ Have community leaders promote the ciclovía this helps reflect the community-based values of the event.
- Create colorful, eye-catching flyers to advertise the ciclovía (see Appendix B).
- ★ Post the flyers in places that get a lot of foot traffic (e.g., local business, school offices, etc.).
- ★ If possible, create a banner and post it in a highly visible area (e.g., the town center, cross streets) within days of the event.
- ★ Highlight the true meaning of a ciclovía open streets to promote bicycling (and other wheels) and physical activity.
- ★ Show more girls on wheels on promotional materials (i.e., flyers and banners) to resonate with girls.

Promotional materials should highlight:

- Event activities, so community members know what to expect
- ★ Giveaways (e.g., water bottles) to encourage attendance andparticipation
- ★ Time and date of the event

Strategizing the timing of the event is an essential part of the planning process. A ciclovía is usually an outdoor event, so the planning committee should consider what time of the year (e.g., season) would be most conducive to implementing the event.







Tool Management



To measure attendance and how people were interacting with the event (i.e., which activities they participated in), we employed two evaluation tools:

★ Participant count form (see Appendix C)

★ Participant survey (see Appendix D)

These tools capture the level of activity and engagement at the event and can be adapted for your event. The information captured may be useful for reports and presentations to various audiences, including demonstrating the value of a ciclovía and increasing buy-in from the community.



Step 4

Participant Count Form

The participant count form captures average counts of bicyclists (and other wheels) and pedestrians over a certain time period in a specific area. This information can be used to advocate for built environment improvements to increase physical activity access. This count form also provides a surrogate measure of event attendance. **See Appendix C** for detailed instructions on how to use this tool.



Participant Survey

The participant survey was designed to capture relevant participant information, including:

- ★ Whether they have attended a ciclovía before
- ★ How often they would like a ciclovía to occur in their community
- ★ Weekly physical activity levels
- ★ How they plan to spend their time at the event
- ★ Demographic information (e.g., age, gender)

See *Appendix D* for the full survey. Employing this type of survey at your event can highlight how the community views the event and their involvement in it.



Tool Management - Continued



Step 4



Ciclovía Passport

- The Ciclovía Passport (see Appendix
 E) can estimate the number of children participating in the event, as well as which activities they were engaged in the most.
- To encourage participation, place a stamp at the children's passport at each activity hub they visit. The planning committee can decide to raffle a prize for children who complete the passports with stamps.



The passport can encourages children to visit activity hubs

and also assess children's attendance and involvement in the event by counting the passports dropped in the raffle box at the end of the event.







The Day of the Event

Post signs at each activity hub to help participants navigate the event.

Include activity hubs that are geared toward children (e.g., jump ropes, chalk, hula hoop contest).

Place some vendors/activity hubs along the open street to attract people to the street and take advantage of the open street concept (**see Appendix F** for event map).

Hold a volunteer orientation immediately before the event to make sure volunteers are clear on their roles and the organization of the event.

Create volunteer buttons (see Appendix G) for identification purposes, and to create a sense of volunteer ownership over their roles.







Recommendations



Leverage a Community-based Approach



Identify and actively engage community leaders and key stakeholders in the ciclovía planning process by inviting them to participate in the planning committee. This could facilitate adoption and sustainability of the event.

Create Synergy by Promoting Nutrition

- ★ Secure fruit donations for the event.
- Provide water and reusable water bottles for participants to use to stay hydrated at the event and take with them.





Collect Data

As ciclovías encourage active transportation (i.e., biking and walking to get around), this event is a perfect opportunity to capture a snapshot of how people use their streets. Collecting data at the event on actual street activity, as well as people's perceptions on how conducive their community is to active transportation, can help build momentum for changes to the built environment. For example, ask community members about:

- ★ Areas with insufficient sidewalks/crosswalks
- ★ Popular walking routes to school
- ★ Heavily-trafficked intersections
- ★ Streets that are popular for biking



Moving Forward





A ciclovía is a great opportunity to promote the community as a space where anyone can be active by utilizing existing streets and infrastructure. It also reveals the need for built environment improvements to increase access and safety.

Given that rural communities face unique challenges around access to physical activity opportunities and healthy foods, we hope this planning manual will help rural communities feel prepared and empowered to take on this rewarding event in their own community.





Appendix A

Planning Checklist



2018 Ciclovía Planning Checklist

Activity	Equipment Needed	Main Contact	Status	To Finalize (Responsibility)
Publicity	 Flyers to schools Flyers for stores Community advertisement Banner 			
Street	Barricades			
Closure/Barricades	🗆 Signage			
Portable Restrooms/Wash Stations	 Portable restrooms & handwashing station Hand sanitizer City trash bin 			
Prize Station: Prize list – helmet for each set of wheels	 Prizes Passports Passport bin Signage Table/chairs 			
Information Booth/Volunteer station/First Aid Station	 Table/chairs First Aid supplies Signage 			
Volunteers	 Gear Up Kids YAB members SAD Program kids Others? 			
DJ/Announcer (Public Speaker)	 Music equipment Speaker system Microphone 			
Water Station	TablePortable water jugs			

2018 Ciclovía Planning Checklist

	🗆 Water		
	dispensers/stands		
	Water pouches		
	🗆 Signage		
Fruit Stand	Table/chair		
	🗆 Trash can		
	🗆 Fruit		
	🗆 Signage		
Face Painting	Face paints		
	Cleaning supplies		
	□ Table/chairs		
	🛛 Trash can		
	🗆 Signage		
	Face painters (x2)		
Health Organizations	□ Tables/chairs		
booths	🗆 Sun canopy		
Lawn Activities			
Zumba			
	Specialized		
	instructor		
	🗆 Signage		
Aerobics	🗆 Music		
	Specialized		
	instructor		
	🗆 Signage		
Walk the Plank	Wood planks		
	🗆 Signage		
Jump Rope	Jump ropes		
	🗆 Signage		
Hula Hoop	🛛 Hula Hoops		
	🗆 Signage		
Volleyball	🛛 Volleyball net & ball		
	🗆 Signage		

2018 Ciclovía Planning Checklist

Soccer	🗆 Table/chair		
Obstacle Course	Cones, rope		
Corn Hole	Corn hole target		
	🗆 Bean bags		
	Signage		
Slip n Slide	🗆 Slip n Slides		
	🗆 Water		
Street Activities			
Skateboard Tutorial	Local skateboard		
	volunteers		
Bike	Table/chair		
Check/Maintenance	Bike repair supplies		
Bike Riding Course	🗆 Chalk		
	Cones		
Four Square/Hop	🗆 Chalk		
Scotch	Bouncy ball		
Fire Station water play	Fire truck		
Study Activities			
Community Champion	Nominee list to		
Nomination	selected voting		
	panel		
Ciclovía Survey	□ Hard copies of		
	Survey		
	□ Hard copies of tally		
	sheets & protocol		



Banner & Flyer Example







For more information contact Eligio Jimenez at (509) 949-0839 or Oralia Cisneros at (509) 831-6982

Ciudad de Toppenish 3er anual

Día de calle abierta

Evento comunitario GRATUITO en Railroad Park premios Sábado, 19 de mayo | 1 a 4PM 💈

¡La avenida Asotin se cerrará para los carros y se abrirá al público! ¡Traigan sus bicicletas, patinetas (o lo que tengan con ruedas) y ropa cómoda! Caminar/Correr ¡Diviértase!

Andar en ruedas



- ★ Aros de hula
- ★ Consejos para comer saludable
- ★ Recetas
- ★ Pintura de cara
- Demostraciones en bicicleta
- ★ Juegos y premios
- Snacks saludables



Yakima Valley Farm Workers Clinic









Para más información, comuníquese con Eligio Jimenez al (509) 949-0839 o Oralia Cisneros al (509) 831-6982



Saturday, June 22 | 3-6pm Free Community Event



W 2nd Avenue will be closed to cars, but open for people!

Walk/Run

Grab your sneakers and check out the Pioneer Park Path!

S Elm St

Ride ★

Bring your wheels and ride W 2nd Ave! Don't forget your helmet!

Have Fun!

Zumba Hula Hoops Healthy Eating Tips Recipes Face Painting Games & Prizes Healthy Snacks Fire Truck Water Play Health Information Booths







W 2nd Ave W 2nd

For more information contact Eligio Jimenez at (509) 949-0839 or Oralia Cisneros at (509) 831-6982

Center for Community Health Promotion



Sabado, 22 de junio de las 3 a 6pm Evento gratuito para la comunidad

¡La Avenida W 2nd estará cerrada para los carros y se abrirá al público!

Caminar/Correr Andar en ruedas

Pongase sus tenis y venganse al parque Pioneer

¡Traiga sus ruedas y pasee por la avenida W. 2nd! ¡No olvide su casco!



Para más información, comuníquese con Eligio Jimenez al (509) 949-0839 o Oralia Cisneros al (509) 831-6982

¡Diviértase!



- Aros de hula
- Consejos para comer saludable
- Recetas
- Pintura de cara para niños
- Juegos y premios
- Meriendas saludables
- Juego de agua del camion de bomberos
- Mesas de información de salud







Participant Count Flyer



OBSERVATION OF TOPPENISH CICLOVÍA

Standard Operating Procedure

Observations will take place at **4 points** along the route. There will be **one observer** at each location.

Location 1: By the railroad station and bleachers

Location 2: Just inside park by Toppenish Ave and Asotin

Location 3: End of gravel drive by the volunteer/first aid station

Location 4: End of gravel drive by the bike information station

There will be **4 observation periods** of 15 minutes each, beginning at 1:30pm:

1) 1:30-1:45, 2) 2:00-2:15, 3) 2:30-2:45, 4) 3:00-3:15, 5) 3:30-3:45

The four observers at each observation point will count and record quantitative observations of different types of participants.

- Check that there are 3 pages (front and back; 1 for each 15-minute period you observe).
- Complete the top box (Location #, Location Description, Start-Time, End Time).
- Draw an imaginary line in your visual site
- Count all the children and adults that move across the imaginary line.
- Age and gender are based on the observers' best approximation.
- Conduct the count for 15 minutes.
- Once count period is finished, enter totals for each period into "total boxes."
- Return the forms to Leader at the end of each data collection period.

One observer per location will record:

- The # of adult (18 \leq) participants by gender, who are walking, bicycling, and wheels.
- The # of child (<18) participants by gender, who are walking, bicycling, and wheels.

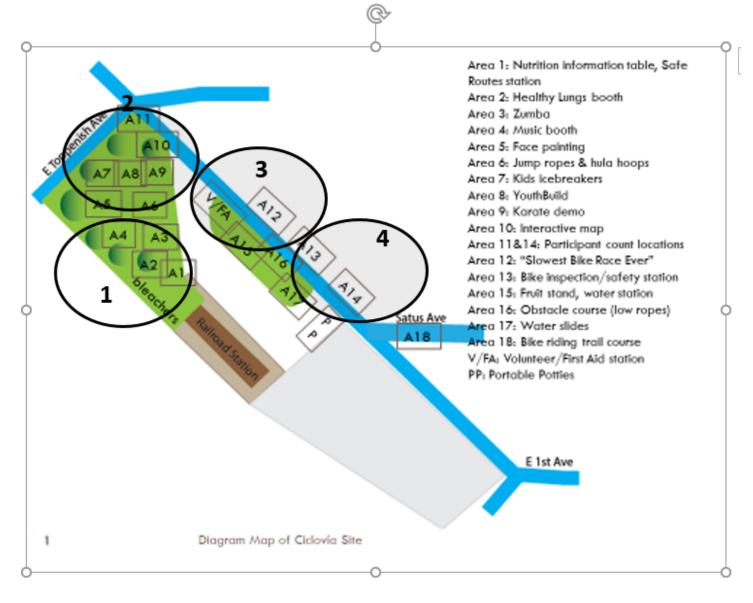
Age (whether over/under 18) and gender are your best approximation.

Be sure to write exact location on the tally sheet.

NOTE:

- Pretend there is an imaginary line and count each bicyclist or pedestrian who crosses it.
 It does not matter where on the street or sidewalk a bicyclist or pedestrian crosses the line.
- Count anyone on a wheelchair or electric scooter as "Other Wheels."
- Count the number of people on bikes (if two people riding a tandem bike, count as 2 bicyclists).
- Special circumstances:
 - Two people on a bike count as 2 bicyclists
 - Person walking while carrying an infant count as 2 walking (1 adult and 1 child)
 - Person walking with two infants in a stroller count as 3 pedestrians (1 adult and 2 children)
- Multiple pass situation: A multiple pass is when someone walks (or rides) through your intersection, then time goes by (say 5-10 minutes) and then they come through again.
 - In this case, you count them again.
 - If time goes by and they walk (or ride) by a third time, count them again.
 - o If you see the same person more than 3 times, please notate that (but do not count).
 - Please be accurate
 - Remember that the goal is to be accurate, not to turn in high numbers.
 - Your numbers may be low at your location. That's okay.

Observation and Count



Time	Location 1	Location 2	Location 3	Location 4
1:30pm – 1:45pm				
2:00pm – 2:15pm				
2:30pm – 2:45pm				
3:00pm – 3:15pm				
3:30pm – 3:45pm				



Participant Survey



By answering this survey you are agreeing to participate in a research study that will help us understand how the community perceives today's event called Ciclovía. Completing this survey is optional and NOT required to participate in this Ciclovía event. You can also skip any questions you are not comfortable answering.

2. 3. 4.	Hav Hov Wha	at is the main reason you came to the e you attended Ciclovía events in the often (times per year) should Ciclov at would you be doing if you were no ¹ At home indoors (e.g. T.V., on c ² Other recreational activities (inc	e past? □ ¹ Yes □ ⁰ No ía events occur? <u></u> Times t here? omputer, reading, etc.) doors)	\square^3 Other recreational ac \square^4 Other (specify):		
		Iong do you plan to spend at Cicloví Imuch time have you spent or do yo		wing activities at the Cicle	uía)	
0.	пом	much time have you spent of do yo	Hours or Minutes	wing activities at the Cicio	Hours or Minutes	
					<u>nouis or minutes</u>	
		\Box^1 Walking:	LI ⁺ Othe	er wheeled device:		
		\square^2 Bicycling:	□ ⁵ Runr	ning:		
		\Box^3 Activity Station:	□ ⁶ Othe	er:		
7	Not	, including today's activities, on how r			a huigaraus physical activitias (i.e.	hrick walking gardoning
7.		nything that increases your breathing			e/vigorous physical activities (i.e	e., DIISK Walking, gardening,
8.		average, how much time per day do			ing the past 7 days? Hours	Minutes
		at is your home zip code?				
		you have any of the following in your	··			
		\square^1 Small park	□ ³ Playground	□ ⁵ Swimming poo		
		\square^2 Large Park	□ ⁴ Basketball Court	□ ⁶ Other:		
11.	Wha	at is your sex? 🔲 Male 🔲 Female	\square^2 Other			
		at is your age?				
		uding yourself, how many people live		Persons		
		many are under the age of 18?				
15.	Whi	ch one or more of the following desc □¹ White	Tibes you? \Box^4 Pacific Islander			
		\square^2 Black or African American	\square^5 Asian		other:	
		\square Black of Anical Anierican				
16.	Wha	at is the highest level of education yo				
		\square^1 Less than high school diploma		e or associate's degree		
		\square^2 High school diploma or GED	-	fy):		
		- 1			-	

Al contestar estas preguntas usted está accediendo a participar en un estudio investigativo que nos ayudará a entender cómo la comunidad se siente acerca del evento de hoy llamado Ciclovía. Completar esta encuesta es opcional y NO es requerido para participar en esta Ciclovía. Puede saltar cualquier pregunta que no se sienta a gusto contestando.

1.	uál es la razón principal por la que vino hoy a la Ciclovía?						
2.	2. ¿Ha ido usted a alguna Ciclovía antes? □¹ Sí □⁰ No						
3.	. ¿Cuántas veces (al año) deben ocurrir los eventos de Ciclovía? Veces						
4.	• ¿Qué estaría haciendo si no estuviera aquí?						
	□ ¹ En casa, adentro (ej. T.V., en la computadora, leyendo, etc.) □ ³ Otras actividades recreacionales (afuera)						
	\square^2 Otras actividades recreacionales (adentro) \square^4 Otro (especifique):						
5.	uánto tiempo planea estar en la Ciclovía? HorasMinutos						
6.	uánto tiempo ha pasado o piensa pasar haciendo las siguientes actividades en la Ciclovía?						
	Horas o Minutos Horas o minutos						
	\square^1 Caminando: \square^4 Otro aparato con ruedas:						
	\square^2 Andando en bicicleta: \square^5 Corriendo:						
	\square^3 En una estación de actividad: \square^6 Otro:						
8. 9.	n incluir las actividades de hoy día, ¿en cuántos de los pasados 7 días caminó o hizo otras actividades físicas moderadas/vigorosas (ej. Caminar a paso pido, hacer jardinería, o cualquier cosa que aumente su ritmo cardiaco)? días or lo general, ¿cuánto tiempo por día pasó haciendo actividades físicas moderadas/vigorosas durante los pasados 7 días? HorasMinutos cuál es el código postal de su casa? iene algunas de las siguientes lugares en su comunidad? 1 Parque pequeño3 Patio de juegos5 Piscina)					
	\square^2 Parque grande \square^4 Cancha de baloncesto \square^6 Otro:						
12	Cuál es su género?						
14	uántas de esas personas son menores de 18 años de edad?						
15	uál de los siguientes mejor describe a usted?						
	\square^1 Blanco \square^4 De las Islas del Pacífico \square^7 Otro:						
	\square^2 Negro o Africano Americano \square^5 Asiático \square^8 Se negó a decir						
	\square^3 Nativo Americano o Nativo de Alaska \square^6 Hispano/Latino						
16	uál es el nivel más alto de educación que usted obtuvo?						
	\square^1 Menos que un diploma de high school \square^3 Algo de colegio o título técnico \square^2 Diploma de high school o GED \square^4 Otro (especifique):						



Passport Example



Thank You Sponsors!







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Yakima Valley
Farm Workers Clinic
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WALDMAN FRUIT & **PRODUCE**







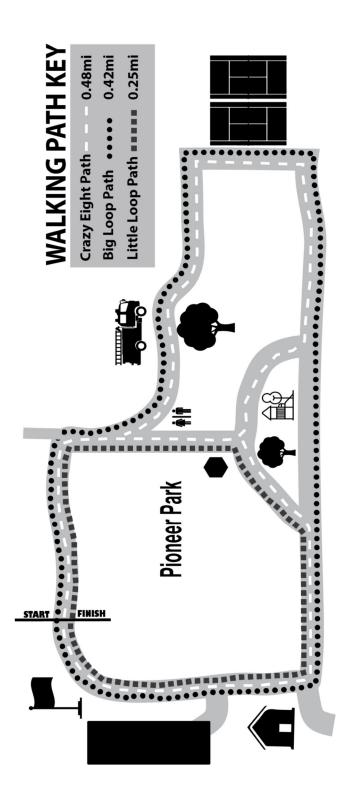


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Together we STRIDE
Juntos, pasos adelante
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4th Annual







COMPLETE AT LEAST 8 ACTIVITIES TO BE ENTERED INTO THE DRAWING!

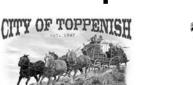
¡COMPLETA POR LO MENOS 8 ACTIVIDADES PARA SER INCLUIDO

A EN EL SORTEO!



Sponsors

CHILD NAME/NOMBRE DE NIÑO:







Centro para Promover la Salud Comunitaria Center for Community Health Promotion







Together we STRIDE Juntos, pasos adelante

Sponsors





Open Street Day May 19, 2018

CHILD NAME/NOMBRE DE NIÑO:

3rd Annual



Open Street Day

May 19, 2018

<image><image><image><image><section-header><section-header><section-header>

COMPLETE AT LEAST & ACTIVITIES TO BE ENTERED INTO THE DRAWING:						
įC	¡COMPLETA POR <u>LO MENOS 8 ACTIVIDADES p</u> ARA SER INCLUIDO/A EN EL					
CHECK OUT	VOLLEYBALL		JUMP ROPE	CHECK OUT		
SafeRoutes	R			Yakima Valley Farm Workers Clinic		
<u>∧</u> ₹ ∉o ∠						
ZUMBA/AEROBICS	OBSTACLE COURSE		GET MOVING!	SLIP N SLIDE		
	ネイ		Find an Adult and WALK	太子		
WALK THE PLANK	SOCCER			CORN HOLE		
	JOCCER					
			HOSPITAL			
HOPSCOTCH	WHEELS COURSE		FACE PAINTING	HULA HOOPS		
4-SQUARE						

COMPLETE AT LEAST 8 ACTIVITIES TO BE ENTERED INTO THE DRAWING!

COMPLETE AT LEAST 8 ACTIVITIES TO BE ENTERED INTO THE DRAWING! *¡COMPLETA POR LO MENOS 8 ACTIVIDADES PARA SER INCLUIDO/A EN EL*

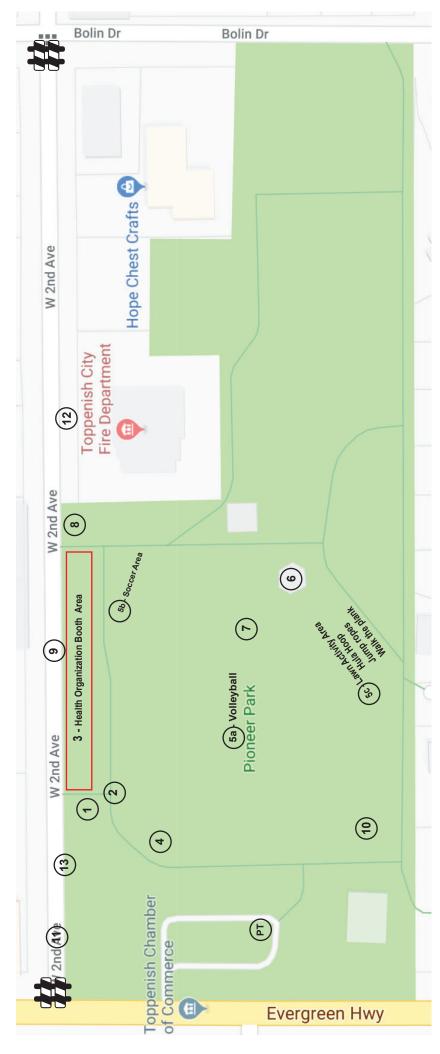
70	COMPLETA POR LO MENOS 8 ACTIVIDADES PARA SER INCLUIDO/A EN EL				
CHECK OUT	VOLLEYBALL		JUMP ROPE	CHECK OUT	
SafeRoutes To School 旅 ふ う	\$			Yakima Valley Farm Workers Clinic ACT PROGRAM!	
ZUMBA/AEROBICS	OBSTACLE COURSE		GET MOVING!	SLIP N SLIDE	
Well-Ja-	ネホ		Find an Adult and WALK	长。	
WALK THE PLANK	SOCCER			CORN HOLE	
	%		CHECK OUT		
HOPSCOTCH	WHEELS COURSE		FACE PAINTING	HULA HOOPS	
4-SQUARE					



Event Map Example

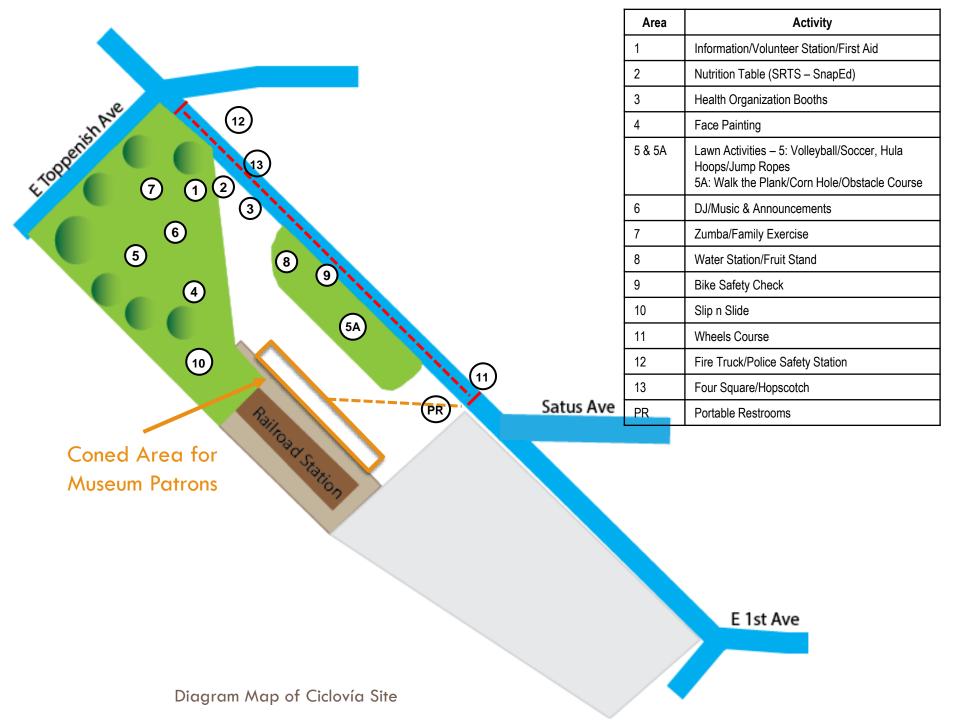


Toppenish Ciclovía - 2019 Park Diagram - Draft



- 1 = Information/Volunteer Station/First Aid
 - 2 = Start/Finish Walking Path
- 3 = Health Organization Booths
 - 4 = Face Painting
- 5 = Lawn Activities
- 5a Volleyball
- 5b Soccer
- 5c Hula hoop, jump ropes, walk the plank
 - 6 = DJ/Sound System
- 8 = Water Station/Fruit Stand 7 = Zumba/Family Exercise

 - 9 = Bike Safety Check
 - **11 Wheels Course** 10 = Slip-n-Slide
- 13 = Four Square/Hopscotch 12 = Fire truck
 - PT = Portable Toilet





Volunteer Button Example



