

# Photovoice-inspired project Implementation Checklist

## Step-by-step Guide

DISSEMINATION OF  
**EVIDENCE-**  
**INFORMED.**  
INTERVENTIONS

Photovoice is a participatory process which puts cameras in the hands of community stakeholders and allows for the sharing of stories through photos. In order to help you get started we have created the below checklist providing tips on how to prepare and suggesting steps to follow when implementing your project.

### Initial planning



#### 1. Reach out to staff and/or clients

Contact staff and/or clients and share initial ideas on the photovoice-inspired project: purpose, participants, & timeline.



#### 2. Confirm interest in participation

Ask staff members and/or clients to confirm their interest in participation and to be a part of the team to complete the project.



#### 3. Develop a digital media protocol

Develop and/or request agency's protocol for sharing digital media and release forms for staff and clients, if needed.



#### 4. Organize two in-person meetings

Organize a 1-day in-person kick-off meeting with team, as well as a follow up meeting. Ask participants to bring a photo to share with the group. Develop an agenda and any training materials (See Appendix 1 & 2 for sample).



#### 5. Develop a budget for the project

Develop a budget and scope of work for the project including: materials, phone camera or disposable camera, TA time, travel costs, and development/ printing of photos (if necessary).

### Onsite kick-off (See Appendix 1 & 2)



#### 6. Provide introduction to method

Share a little bit about the photovoice methodology, background, and give examples of previous photovoice projects.



#### 7. Brainstorm key themes

As a team, brainstorm key themes of interest asking: What are community challenges? What resources from the community do you want to highlight?



#### 8. Discuss tips for taking photos

During the training/ kick-off event, practice taking photos, asking "What makes for a good photo?"



#### 9. Take photos and share cameras

During the training/ kick-off event if there's time, practice taking photos and discuss what makes for a good photo.



#### 10. Develop a dissemination plan

As a team, brainstorm to whom and where you want to share the story. This could be at a community meeting, event, town hall, or at a local or national conference.



#### 11. Review next steps and plan

As a team, review a plan for next steps and based on the number of key themes, identify whether you'll go out to take photos together or individually. Recommended 1.5 hours/day per theme.

## Designing and implementing the project



### 12. Schedule field days as a team

It's important to schedule field days as a team in order to properly implement the plan based on everyone's availability and flexibility, and assess the general safety and busyness of the locations to take photos prior to actually taking the photos. Some locations might also require a permit if using a professional camera. So doing some leg work before going out and taking photos is key.



### 13. Go out and take photos!

Go out and take photos related to the key themes selected. At ACG, the team wanted to highlight community resources and challenges in the peer's work with clients\*.



### 14. Follow-up meeting and selection

Come together for a 1-day follow up meeting and select photos based on key themes. At ACG, the team met to select photos around gun violence/ youth needs, poverty, revitalization, HIV stigma, immigrant communities, religion, etc.

*\*If working with clients please make sure to ask for consent in participation and fill out a photo release form as needed.*



### 15. Write narrative text and review

As part of the follow-up meeting, assign each person to their photo and add a narrative text that describes the photo and review the flow of the story created, considering: What is happening in this photo? How does the photo illustrate the resource or challenge?



### 16. Finalize dissemination plan

As a team, finalize to whom and where to share the story, at a community meeting, event, town hall, photo gallery, local or national conference.



### 17. Develop a one-page fact sheet

Developing a one-page fact sheet/data sheet as part of dissemination to support the photovoice story is recommended. This can be based on local data or any data found related to the key themes selected. One suggested site for easy access to downloadable U.S. census data Data USA at: <https://datausa.io>.



### 18. Add photos and narrative to PPT

Add the selected photos and narrative to a PPT slide deck. Review with the team for the flow of the story.

#### Estimated minimum project hours:

- Two (2) in-person meetings:  
~ 4 hrs/ day
- Two (2) days for in-the-field photo taking time:  
~ 1.5 hours/day per theme.