

# Our Future Nottingham: Workshop & Event Toolkit

Hello! Thank you so much for downloading our Workshop & Event Toolkit for **Our Future Nottingham** - the youth engagement programme for Nottingham's Bid to become **European Capital of Culture in 2023**.

This simple guide is designed to enable you and your organisation to run a workshop, activity or event with the Under 25s in your networks and empower their voice as a part of the bid process.

Practical workshops and events are part of our **Making The Future** strand of activity and is all about hearing what Under 25s want to see from the future of Nottingham, what work they want to see and make in the future, and how they want to see Nottingham change as a European Capital of Culture.

We've made this toolkit as straight-forward as possible to allow you to use whichever creative medium you choose to engage the Under 25s you're going to be working with.

The simple steps in the process are:

1. Download our Toolkit. [You've already done this. BOOM.]
2. Plan your activity in response to the stimulus questions and needed outcomes in this guide.
3. Let us know about your activity so we can support across social media.
4. Run an amazing session and collect incredible ideas.
5. Make sure everyone fills in a questionnaire on paper or online.
6. Send us back a session evaluation form.
7. Keep spreading the word about Nottingham 2023 across social media and in conversation.

# Session Activity Outline

To ensure you're able to work to your strengths, deliver the best session possible and produce the widest breadth of engagements across ECOC activity, for this workshop series, there is no set content which you must deliver. It's all open and up to you, as you know your work and the Under 25s in your network best. We do expect, however, that sessions will be:

- Led by an experienced artist or arts practitioner
- Full of practical creative activities
- Bold and exciting, asking big questions and tackling big issues
- Aimed at working towards the creation of something new (not necessarily a finished product, but whatever's possible in the time you have)
- Focussed in the future and around the desire for Nottingham to be European Capital of Culture in 2023.

To stimulate your thoughts around this final point, when thinking about the practical content of the Workshop/Event, it may be helpful to use the following questions in relation to your artform/practice and the lives of the Under 25s you're working with to shape your activity:

- What is the work we want to make in 2023?
- What is art in the future like? Themes? Content? Issues?
- What do you want to be in 2023?
- What comes next? "In 6 years time..."

Whilst the content is not constrained, it's important that the work you do is useful for the bidding process. Therefore, by the end of each workshop/event participants should be empowered to confidently answer the following questions that sit at the heart of our ECOC Bid.

1. What changes would you like to see in Nottingham as a result of being European Capital of Culture in 2023?
2. What does creativity mean to you?
3. What is your Nottingham Cultural Highlight?

## Some Suggestions

*A graphic designer works with participants to design a series of posters welcoming people to Nottingham in 2023. The posters are shaped around events participants would like to attend and the changes Nottingham has undergone ahead of its designation year.*

*A theatre company work with their youth theatre members to devise a short piece about Nottingham in 2023 entitled 'In 6 Years Time' they work over two sessions to create short vignettes of the future based around participant's hopes for the city and their own personal ambitions.*

**Get creative. Do your thing. Take on the future!**

# Feeding into the bid...

At the end of your session, participants will be empowered to talk in more detail about their vision for 2023 and be ready to feed into the bid process. Make sure you allow time at the end of the session to allow this very important step to be completed.

There are two ways in which Under 25s can take part in the bid:

1. **By visiting [www.dytlive.co.uk/survey2017](http://www.dytlive.co.uk/survey2017) and submitting their thoughts directly to the bid online.**

OR

2. **By filling in the attached questionnaire [found at the end of this toolkit] and returning it to us.**

Both routes will ask the same questions:

1. **What changes would you like to see in Nottingham as a result of being European Capital of Culture in 2023?**
2. **What does creativity mean to you?**
3. **What is your Nottingham Cultural Highlight?**

NB: When working with your group, feel free to tweak the way these questions are phrased. As long as the point is still maintained, you can adapt them as you see fit.

# Documenting Activity...

As well as gathering important engagement data for the Bid process through your activity it's also key that whatever activity you run becomes part of the buzz of Nottingham 2023!

## **Tweet about your activity!**

- Use #Nottingham2023 and #OurFutureNottingham
- Tag @Nottingham2023 and @DYTLive in any images/posts so we can share/retweet.
- Join in with 20:23 each Wednesday evening to join the Nottingham 2023 conversation.

## **Take photos of your activity!**

- Share them across social media (using the tags above) and post them on your website.
- If you have permission to share with third parties, send them to us to share across our networks. (You'll need to complete a Group Permission Release form)

## **Fill in your evaluation form!**

- It's really important that after your event you fill in the attached evaluation form and send it back to us.



# OUR FUTURE NOTTINGHAM: HAVE YOUR SAY

Nottingham is applying to be European Capital of Culture in 2023. As part of the bidding process we'd love to hear your thoughts!

What changes would you like to see in Nottingham as a result of being European Capital of Culture in 2023?

What does creativity mean to you?

What is your Nottingham Cultural Highlight?

Name:

Date of Birth:

Email Address:

Would you like to hear more from Nottingham 2023?

YES

NO

Would you like to hear more about DYT, Nottingham's new creative platform for 13-25s?

YES

NO

# Session Evaluation Form

Thank you so much for running an event/workshop as part of Our Future Nottingham, the youth engagement programme for Nottingham's Bid to become European Capital of Culture in 2023. Please fill in this form at the end of your session and send it back to us so we can monitor the engagement during the bid. Send completed forms back to: [olivia@wearenonsuch.com](mailto:olivia@wearenonsuch.com) or Olivia Wheeler, Nonsuch, 32a Clarendon Street, Nottingham, NG1 5JD.

Organisation:	
Session Leader:	
Date of Session(s):	
Location of Session(s): (Including postcode)	
Session Timings:	

Brief description of Activity:	
--------------------------------	--

Total Participants:	
---------------------	--

## Total by Age Group

4-9 years	
10-13 years	
14-17 years	
18-21 years	
22-25 years	
26 years +	

## Total by Gender

Female	
Male	
Trans Female	
Trans Male	
Genderless	
Prefer Not to Say	

## Total by Disability

Deaf		Disabled		Neither	
------	--	----------	--	---------	--

# Photography/Video/Sound/Web Release Form for Groups, Schools, Organisations and Learning Settings

We need permission to hold and use images, sound and video created through involvement in a project/activity. Some of the work may include participant's voice, image and likeness.

In compliance with the Data Protection Act 1998 we require permission from a Parent or Legal Guardian if the subject is less than 18 years of age, or from a teacher or other responsible adult if permission has already been granted to them by the parent/guardian.

Organisation:	
Project:	
Project location:	

## Permissions

I understand that the project organisers and participants may be taking photographs and making sound and video recordings on behalf of DYT/Nonsuch (Nonsuch Theatre Ltd) and Nottingham 2023 (Marketing Nottingham and Nottinghamshire Ltd.) at the location/s set out above which may include the voice, image and likeness of the young person or young people.

I understand that they may be recognisable in these recordings and photographs. I consent and confirm that I have no objection to Nonsuch or Marketing NG, Nottingham 2023 partners and other project partners using and making available copies of the recordings and/or photographs for any lawful purpose including (but not only) those purposes set out below. Names of young people will not be included.

### Consent given for (but not exclusively):

- Printed publications (incl. electronic versions of those documents, e.g. PDF)
- Press use (e.g. newspaper & magazine articles)
- Broadcast media (e.g. television news report)
- Film screenings at public events
- DYT, Nottingham 2023 and project partner websites
- Our DYT and Nottingham 2023 Social networks e.g. Facebook, Twitter, Youtube, Flickr and blogging websites

Are there any restrictions on use? (E.g. time restriction on use or where the image can appear)

Details: \_\_\_\_\_

Please ensure that where permissions are **not** held by the school or organisation – that these young people must be identified at the start of project/activity and brought to the attention of the person/s taking images/recordings.

Please indicate if there are any young people that you do not hold permissions for:

Number of young people:

**IMPORTANT - websites can be viewed worldwide, not just in the United Kingdom where UK law applies. The conditions for using the images, video and sound recordings are below/overleaf. I have read and understood the conditions of use.**

Consent given by:

Name (please print clearly):	First:	Last:
Signature:		
Date:		
Role in school/organisation:		
School/organisation:		
Address:		
	Postcode:	
Tel. number:		

### Conditions of use

1. We will not include personal details that could identify individuals such as e-mail or postal addresses or telephone or fax numbers on video or on the website/s or in printed publications and advertising.
2. We may use group images with very general labels, such as 'Derbyshire training event' or 'interviewing the audience'.
3. We may use the image, video or sound extracts in promoting work unrelated to the event where the picture, video or sound recording was actually made.
4. These images, video and sound recordings may also be used by the partners named and by other legitimate partners who may not be specifically named in this agreement.

Please complete and return this form to: FAO Olivia Wheeler, [olivia@wearenonsuch.co.uk](mailto:olivia@wearenonsuch.co.uk), Nonsuch Studios, 32a Clarendon Street, Nottingham, NG1 5JD.