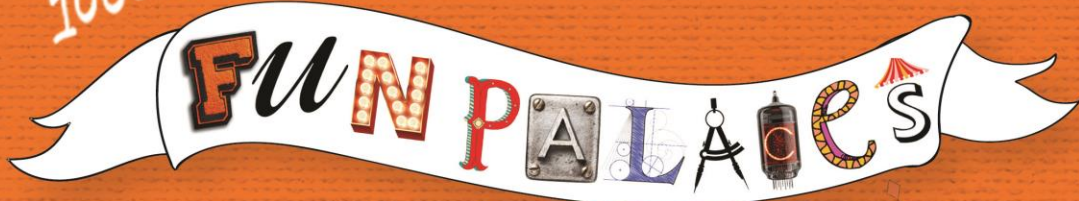


HOW TO MAKE A TINY FUN PALACE

1000 Tiny



WHAT DO YOU MEAN, TINY FUN PALACE?

We mean really tiny!

Fun Palaces are about sharing skills and making local connections. That could be a handful of people learning something from each other at a safe social distance, or remotely. Or ...

Create a chalk timeline with neighbours along your street, read a poem from your front window and invite others to read, write your own poems by calling out one line each. Ring someone to swap stories and ask them to ring someone else. Host a seed swap in the park. Teach drumming from your front window. We also welcome online Fun Palaces: broadcast your knitting tutorial on Facebook live, collect your shared poem on Twitter, share some chemistry colour experiments on Instagram for people to have a go at and share back (read lots of ideas for a [virtual Fun Palace here](#))

The key is to share skills, knowledge, something beautiful; that it is public (passers-by taking part is great) and makes a connection (encouraging others to do as well as enjoy what you've done).

If you have a venue which normally hosts bigger events, turn the windows into a community gallery or act as a [dead drop](#) (a drop-off point) for a swapping chain.

If you are a museum, loan objects for people to host in their front windows or invite people to exhibit their own objects or loan some to you for your windows.

Who

You! And, if you like, your household, friends, colleagues, other dog-walkers, neighbours on the [Covid Mutual Aid](#) or WhatsApp group. A tiny Fun Palace can be solo or with a tiny team. If making your Fun Palace outside your home, plan it by chatting on the estate balcony or from your windows, by phone, letter or message.

What

Your tiny Fun Palace can be whatever you want it to be. Since lockdown, the Fun Palaces community have been sharing [Tiny Revolutions of Connection](#), which you can browse for ideas or scroll to the end of this document for some suggestions.

Where

Anywhere you can connect. If you have windows facing a street or courtyard, use windows as a stage, gallery or lectern. Use an area in a park, a noticeboard, a shop window. Phone and online Fun Palaces are good too. Closed venues can use windows or the pavement.

When

The first weekend in October (3rd and 4th). 20 minutes is fine – a street singalong. All weekend is fine – a town-wide exhibition of everyone's oldest possession, with residents standing at windows or doors to share their objects with passers-by.

Why

Because creativity in community can change the world for the better, to celebrate each other, remember those we have lost and to connect with our neighbours.

How

Scroll down to What Do I Do Now?



HOW CAN WE KEEP OUR FUN PALACE SAFE DURING COVID 19?

Check current guidelines and risk levels locally and check again before your event, as things change quickly. The latest guidelines for the UK:

England: www.gov.uk/coronavirus

Scotland: www.gov.scot/coronavirus-covid-19/

Wales: www.gov.wales/coronavirus

Northern Ireland: www.nidirect.gov.uk/campaigns/coronavirus-covid-19

World Health Organisation guidelines:

www.who.int/emergencies/diseases/novel-coronavirus-2019/advice-for-public

If you are at high risk, make or take part in Fun Palaces from home. If you are not at high risk yourself, think about ways for people who are shielding to connect to your Fun Palace. We have some ideas here: www.funpalaces.co.uk/1000-tiny/shielders-guide/ ,

Some basics:

Outdoors is safer than indoors, further apart is safer than heads and faces being close, it is wise to avoid people handling objects and passing them around. A tiny Fun Palace may mean you don't need to do much to stay safe, but you may want to:

- Mark spaces on the floor or ground to show people how far apart to sit or stand.
- Leave gates or doors open so people don't have to touch the handles and regularly wipe down surfaces touched by several people. Here are the [WHO's suggestions on cleaning public areas](#).
- Keep windows open to help air circulation at an indoor event.
- Wear a face covering, encouraging others to do so. A parade of decorated face coverings could be part of your Fun Palace. Face coverings offer more protection indoors. Also think about participants who need to see faces, like those who lip-read.
- Provide bins for people to discard used gloves or masks when they leave.
- Ask people to use their own equipment (e.g. paper, pens) or provide them in a wide tray rather than a container to reach into. Provide another tray for "used" materials.
- If you can, provide a handwashing station with soap, water (ideally hot water), paper towels and a bin, or hand sanitising station. Hygiene stations need to be cleaned too.
- In a larger space think about how people will move around. A one-way system? Floor markings? Signage? How many people can join in, given social distancing?

A Tiny Fun Palace is unlikely to need public liability insurance, but if you have it through your venue or job, check it is still valid and the conditions you need to fulfil to keep it valid. If your Fun Palace might not be so tiny after all, check out more detailed guidelines for your circumstances.

The UK Health and Safety Executive has [workplace guidelines here](#), with more detail on cleaning, distancing, face coverings etc.

Here are [UK guidelines](#) for various industries, heritage locations, visitor attractions, shops, [UK guidelines for outdoor sport facilities](#) and for [places of worship](#).

[Here are some detailed accessibility guidelines](#) from the Disability Collaborative Network and the School of Health Sciences University of East Anglia

And some useful general guidance [is here](#) (not taking into account pandemics).



WHAT DO I DO NOW?

Ready to make a Tiny Fun Palace on the 3rd or 4th October?

Even if you don't know exactly what you might do on the day, just the intention to make something happen in your local area is all you need to get started.

To make a Tiny Fun Palace this 3rd and 4th October visit www.funpalaces.co.uk and sign up with us, following these steps:

1. Click on the "Make a Fun Palace" button.
2. Create an account by entering your name and email:
 - A. You'll be sent an email confirmation to confirm your account - check your spam folder if you don't see this in your inbox.
 - B. Be sure to tick the 'Maker Newsletter' box to receive a regular email with useful tips and announcements for Fun Palace Makers.
3. Once you've created your account, you can register your Fun Palace on the official 2020 map, by entering the following info:
 - A. Give your Fun Palace a name
 - B. Enter brief details of what might happen on the day
 - C. Enter the address of your Fun Palace (if you don't have a confirmed address you can enter your own and change it later. If your Fun Palace is happening across a whole street, enter the postcode for that street).
 - D. Upload a photo that describes your Fun Palace idea or your local area (optional).
 - E. Save your details, then go to www.funpalaces.co.uk/find-a-fun-palace to check that your Fun Palace has appeared on the map
4. You can edit or update your Fun Palace as your idea progresses by logging back into your account at www.funpalaces.co.uk/login/
5. Need any help? Email hello@funpalaces.co.uk or leave a message on 0208 692 4446, ext 203 and we'll get back to you as soon as we can.



GETTING WORD OUT ABOUT YOUR TINY (OR NOT-SO-TINY FUN) PALACE

You may have made a bigger Fun Palace in the past or this may be your first one, it can be a very tiny Fun Palace or a not-so-tiny one. Whether you're sharing knitting skills with neighbours, arranging a local 'museum' or 'gallery' with your street, or going online to share a cookery demonstration, we want to get people involved with your Fun Palace and to share the great news that your event is one of many happening across the UK and internationally.

PUBLICITY TOOLKIT

To spread the word about your Fun Palace, look at the Fun Palaces [Publicity Toolkit](#). The pack is full of ideas to help with everything from advertising to dealing with the press. This year, we are also making three extra suggestions – we hope you find them useful.

1. If you need to keep it small

- Fun Palaces are for everybody, but your Fun Palace might not have room for everyone at once. You might want to keep your advertising very local indeed, but do try to invite people who you wouldn't normally meet.
- [Download our Fun Palaces invitations](#), fill them in and post them through your friends' and neighbours' doors (even the ones you've never spoken to).

2. A lot of tiny voices can make big noises

By making a Fun Palace you join an international community of people who believe culture made by, for and with everyone is at the heart of local life. We create Fun Palaces together on the first weekend of October to show governments and key decision-makers how important this is in our lives.

- Help spread awareness of Fun Palaces by putting up a *Fun Palaces Happening Here* poster in your front window or garden. You can [download it here](#) to print (if you can't print we can put some in the post to you, ring us on 0208 692 4446 ext 203 or e-mail hello@funpalaces.co.uk)
- Social media #FunPalaces: Let us know what's happening at your Fun Palace on Twitter, Facebook and Instagram by tagging us and using the #FunPalaces hashtag. Encourage others to do the same by displaying the hashtag prominently at your Fun Palaces. Each year we've built enough momentum for #FunPalaces to 'trend' on Twitter – let's do it again!

3) Local press

Contact local newspapers, radio stations and blogs about your Fun Palace. Even if your Fun Palace is really tiny, journalists may still be interested in the positive impact on your community and that you're part of an event happening nationally and internationally.

Check out the 'working with media and press' section in the [Publicity Toolkit](#) on Fun Palaces website for more information.



TINY REVOLUTIONS TO INSPIRE

Since the UK locked down, Fun Palaces makers have been sharing practical suggestions, tiny steps which anyone can take to connect a little more in their local community or simply pass time creatively in self-isolation. These ideas work online and OFFline and are gathered on the Tiny Revolutions of Connection page on the Fun Palaces Website: www.funpalaces.co.uk/news/tiny-revolutions-of-connection/

If you are looking for ideas for your Fun Palace, they are a great starting point (and if you have an idea you would like to share on the page, do get in touch). Fun Palaces are about sharing skills, so think about how you can bring these ideas out into your Fun Palace with a collaborative spin. Here are a few to start you off, but do browse through the web page too:

Make seed papers as gifts (maybe collect seeds on a distanced walk and share the instructions): www.funpalaces.co.uk/tinyrevolutions-make-seed-papers/

Quaranzine (create a local magazine): www.funpalaces.co.uk/tinyrevolutions-quaranzine/

Record the sounds of your home (could you invite people to join your sound orchestra online?) www.funpalaces.co.uk/tinyrevolutions-of-sonic-connection/

Community bunting (your street can decorate itself):
www.funpalaces.co.uk/tinyrevolutions-recycling-bunting/

Low spoon meals (could you and your friends take turn to share a feast online over the weekend?) www.funpalaces.co.uk/tinyrevolutions-lowspoonmeals/

Build your own fairy doors: www.funpalaces.co.uk/tinyrevolutions-the-fairy-doors-of-leith/

Adopt a plant on 'waste' ground (October is a good time to plant shrubs, perennials and bulbs): www.funpalaces.co.uk/tinyrevolutions-adopt-a-plant/

Pom-poms to share: www.funpalaces.co.uk/tinyrevolutions-pom-pom-revolution/

Dance postcards (could you have a dance session in the park?):
www.funpalaces.co.uk/tinyrevolutions-physical-postcards-of-dance/

Create a nature rainbow: www.funpalaces.co.uk/tinyrevolutions-nature-rainbow/

Acknowledge the difficulties we've been through while we enjoy re-connecting with each other: www.funpalaces.co.uk/tinyrevolutions-sharing-joy/

To share this guide with someone offline if you do not have access to a printer, get in contact with us hello@funpalaces.co.uk or leave a message on 0208 692 4446 ext 203 and we can post a copy or copies to you.

For the latest digital version of this information and more resources to help you plan a Fun Palace, visit the Toolkits page at Fun Palaces website:
www.funpalaces.co.uk