

STARTER KIT

# STREET PARTY

GAMES, FOOD AND GOOD COMPANY - RIGHT ON YOUR STREET.

# ABOUT THE PROJECT

Do you enjoy parties? Then how about throwing one on your street with everyone that lives there?

If that sounds like something you'd like to make happen then this is the right kit for you! Take a look inside to start planning the greatest party of all time on your street.

Barking & Dagenham Council and Every One Every Day will support you and your street with finances, equipment and training.

As part of the support, you and your street will have £200 worth of vouchers to spend on food. With your time and energy, you'll be able to throw a street party that everyone can enjoy.



# WHAT'S IN THE KIT



20

PAPER  
LANTERNS



20

TABLE  
CLOTHS



2M

STRING OF  
FESTOON  
LIGHTS



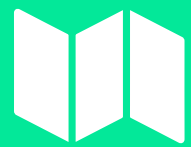
100

PLATES  
& CUPS



2

GLUE GUNS FOR  
BUNTING



PROMOTIONAL  
MATERIALS



SUPPORT



WORKSHOPS  
& TRAINING



INSURANCE

# WORKSHOPS & NETWORKS

To help with the planning and organising of your Tomorrow Today Street, a number of workshops have been designed and scheduled across a 5 week period. These workshops will be scheduled at different times and repeated each week so everybody has a chance to join in!

Workshops will be informative and informal, guiding you and your neighbours through the nitty gritty details of the projects work and how you can start them on your street.

Follow the link to keep updates: [https://www.facebook.com/pg/weareeveryone.org/events/?ref=page\\_internal](https://www.facebook.com/pg/weareeveryone.org/events/?ref=page_internal)

## HOW TO ORGANISE TOMORROW TODAY STREET

How to plan and organise a Tomorrow Today Street with your neighbours. Learn how to get others involved in your neighbourhood and start a team. We'll go through ways to asset map ideas to get you and your project started.

Some of the projects require online Health and Safety training which we will explain how to carry out and complete.



## HOW WE WORK

Learn about our principles and how they can help you to make your project inclusive and welcoming to all of your neighbours as the project grows.



## DIGITAL BRIEFINGS

Introduction to the digital tools you can use to support the Tomorrow Today Street projects. We'll go through the uses of different social media platforms and softwares, and follow easy steps.



## AN INTRODUCTION TO STREET PARTIES

In our first session, we'll go over some of the basics and think about how to get others involved.

We'll look at Street Parties that have already happened and the equipment, funding, training and support you'll get to start yours.

It's a good idea to have a think about any questions you want to ask the team, write them down and bring them along.



## FINDING A SPACE & DECORATING

Here we'll look at finding the best place to hold your Street Party and then how to make it look amazing.

We'll go over the practicalities of holding it in certain places and show you a few things you can do to brighten up the place. We'll also have a quick go at making some bunting.



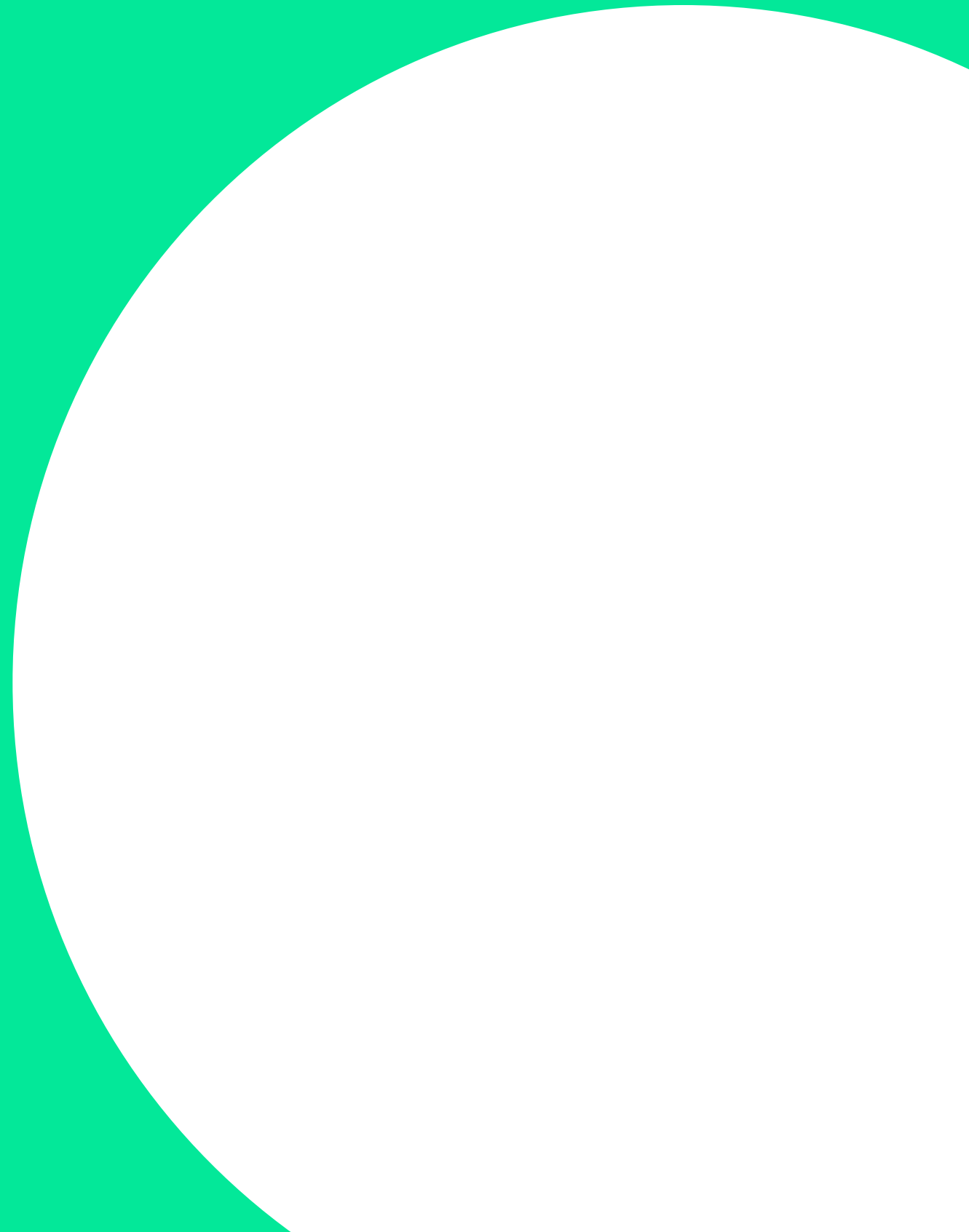
## FOOD, ENTERTAINMENT & BUDGETING

Finally we'll look at getting food ready for your party. We'll have a chat about the games, music and other fun things that will be happening and have a think about keeping everything in budget.

To kick things off we'll make a tasty salsa together with whatever you can find in the kitchen.



# THE BIGGER PICTURE



# ABOUT EVERY ONE EVERY DAY

For the past two years Every One Every Day has been working with people across the borough, joining together to share skills, start projects and make friends. Residents have been pouring their creativity and energy into these projects, ranging from cooking, making, sewing, playing, growing, sharing, composting, film and writing.

## WHAT IS EVERY ONE EVERY DAY ABOUT?

There are five high street shops around the borough and one large public makerspace called The Warehouse in Thames.

People pop in to have a cup of tea and share their project or collaborative business idea and then work with the design team.

Over the last two years the project has grown a large enthusiastic network of over 6000 local people, who are doing practical things together to make everyday life better for everyone.

So far more than 150 neighbourhood projects have started with lots of local people participating, with as much or as little support as needed, including cooking, beekeeping, growing, making, repairing and much more.

Many small things done by many people really add up, and really do make friendly, healthy and happy neighbourhoods.

Lots of wonderful things are being achieved by local people, families, friends and neighbours!

## HOW DOES EVERY ONE EVERY DAY WORK?

Practical hands on ideas – not lots of meetings Every One Every Day builds on the ‘hands on’ projects that people have been creating over the last few years in their own neighbourhoods. These types of projects welcome people from all walks of life.

These projects include:

- Sharing skills, spaces and resources.
- Families working and playing together.
- Batch cooking and community meals.
- Food growing and tree planting.
- Trading, making and repairing.



# HOW IT WORKS



1

APPLY TO BECOME A TOMORROW TODAY STREET WITH A SIMPLE FORM

2

TALK TO THE TEAM ABOUT HOW THE PROJECT WORKS

3

YOU'LL GET 3 STARTER KITS SENT TO YOU WHEN YOU CONFIRM

4

CREATE CONTACT LISTS THROUGH FLYERS AND POSTERS

5

START WORKING ON 3 PROJECTS WHEN THEY ARRIVE

6

ONLINE ACCREDITED TRAINING FOR YOUR TEAMS

7

LAUNCH STREET PARTY

8

HOLD WORKSHOPS WITH NEIGHBOURS TO SURFACE SKILLS AND IDEAS

9

CHOOSE FROM 21 OTHER PROJECTS WITH YOUR 20 POINTS

10

LEARN WITH OTHER TOMORROW TODAY STREETS





# INCLUSIVE PRINCIPLES

HOW THE TOMORROW TODAY STREETS WILL WORK WITH NEIGHBOURS AND THE EVERY ONE EVERY DAY TEAM

**1**

**OPEN TO EVERYONE  
- NOT EXCLUSIVE GROUPS OR CLUBS**

Anyone can start a Tomorrow Today Street, as long as you live in the borough you're ready to go! If you need help connecting with your neighbours to get started the Neighbourhood Shop Teams are ready to help.

**2**

**EVERYONE IS VALUED, ON AN EQUAL FOOTING**

The whole street matters! Starting a Tomorrow Today Street means creating space for everyone to have a say in picking projects, planning and taking part.

**3**

**PROJECTS THAT BENEFIT THE WHOLE STREET  
- NOT JUST INDIVIDUAL HOUSEHOLDS**

The projects are designed to work together and benefit everyone in your street. The Starter Kits are full of great bits for everyone on your street to use, it's important to make sure that material and equipment are accessible and are easy to borrow and keep safe.

**4**

**PRACTICAL SPEEDY WAYS OF WORKING IN PROJECT TEAMS - NOT COMMITTEES**

It's important that when planning the projects to start on your street, you and your neighbours share responsibility and make decisions together so you can get started quickly. Different people will form small teams around each project, and those who are actively involved will have the most influence over the decisions.

**5**

**CHILDREN ENCOURAGED TO BE INVOLVED IN PRACTICAL PROJECTS AS MINI-MAKERS  
- NOT JUST SPECTATORS**

There's always something for the kids! Across the 24 projects you'll find lots of activities that children and young people can host, take part in, learn from and enjoy! At Every One Every Day children are mini-makers, creating, learning and sharing their skills.

**6**

**SUPPORT FROM EVERY ONE EVERY DAY**

The Every One Every Day team will help you every step of the way. They will support your street with lots of tools, ideas and plans to kick off your Tomorrow Today Street the right way. We're learning and researching together to make everyday life better in your street.



# TOOLS TO ACT

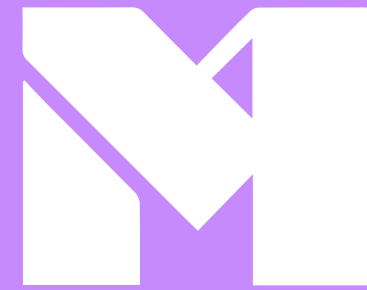


# DIGITAL TOOLS

There are many digital tools you can use to help you and your neighbours stay organised, plan together, share ideas and show your street to the world.

You will learn exactly how each digital tool could help you and which one is best for your street in the Digital Briefing Workshop (see workshop section).

The every one every day team will help you set up to organise your tomorrow today streets using some of these platforms.



## MIGHTY NETWORK

A social platform where you can organise as a street, document your progress and find all information regarding workshops.



## WHATSAPP

A great app for sending instant messages and pictures, Whatsapp is a great tool to chat and organise with your neighbours.



## INSTAGRAM

You can use Instagram as a photodiary, sharing lovely pictures of your street with family, friends and the world!



## MONDAY.COM

A great planning website which will help you create task lists with deadlines and assign roles to each person on your team. You can create a Monday's board with your Street Mentor so they can help you plan and stay on track.

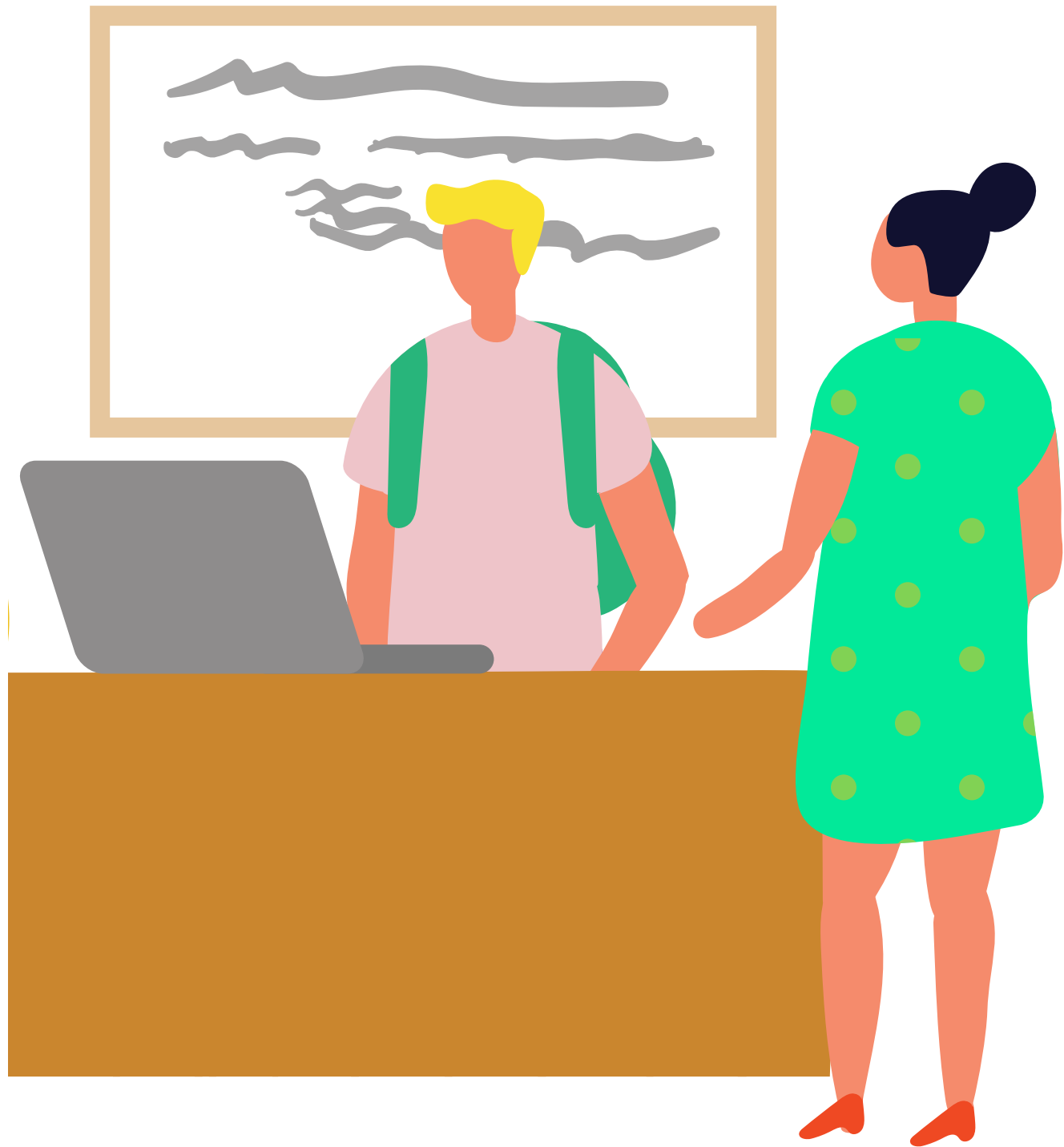


## MURAL

A giant online notepad you can use to draw plans, create moodboards and workflows.

# RESEARCH

SHARE THE STORY OF YOUR STREET



**BECOMING A MEMBER OF EVERY ONE EVERY DAY**

As your Tomorrow Today Street grows and more of your neighbours become involved, it's important that they become members of Every One Every Day so they are covered by the insurance policy and can take part in the programmes evaluation. A simple online digital sign up form has been created for you to share at sessions.

**INTERESTING RESEARCH ROLES**

Research isn't just about writing notes and recording numbers. You and your neighbours can take on different roles to keep track of your project and showcase all the amazing work you'll be doing together. The Photographer, The Counter, The Maker and The Writer are all roles for people to find creative ways to tell your streets story.

- Head count of how many people attended ( this is also useful information to plan for future parties).
- Take pictures and create memories.
- Make a video to share with neighbours who were unavailable and other Tomorrow Today Streets.
- What food did people bring? Make your own street party recipe book!
- Can you think of any more?

**EVERY ONE EVERY DAY PRIVACY POLICY**

Download and share the privacy policy with neighbours taking part in sessions so they know exactly how their information will be used.

# HEALTH & SAFETY

To ensure the safety of everyone, we ask that residents running the Street Party participate in certain training prior to the event. This is to align with our insurance policy - just in case!

To hold a Street Party all three participants of the team will need to do the First Aid online training and at least one person from the team will need to do the Food hygiene online training.

## SOME OF THE THINGS TO LOOK OUT FOR

Here's a simple guide to make sure you've considered everything you need to keep your friends, family and neighbours safe!

There can be a lot of things you need to think about when holding a street party, especially when it comes to the health and safety of everyone attending, however these are tasks that can be split between you and your neighbours so that everyone gets to know the responsibility involved.

## BEFORE THE BIG DAY

Making a plan & complete a risk assessment

A member of the team will help you decide what the risks are, high or low, of somebody being harmed by a hazard, and how serious the harm could be.

## FINDING A FIRST AIDER

You can take an online or classroom course and get certified, just speak to a member of your neighbourhood shop team to get started. Ask a friend or family member if they've had any training - you might be surprised who you find!



## HOW CAN WE HELP?

FIRST AID  
TRAINING

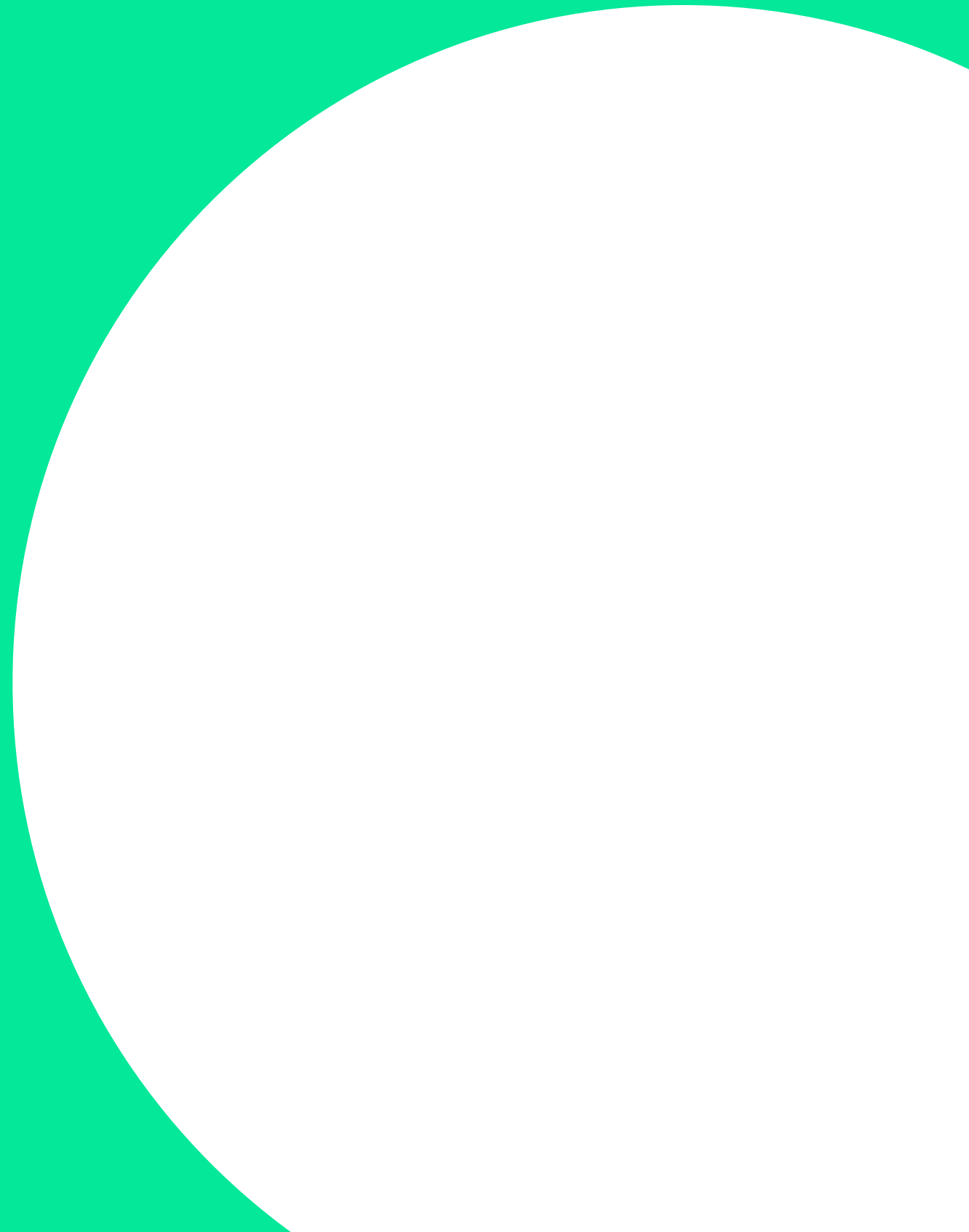
FOOD HYGIENE  
TRAINING

RISK  
ASSESSMENT

EVENT PLAN

FIRST AID KIT

# GETTING NEIGHBOURS INVOLVED



# ROLES IN YOUR STREET

Tomorrow Today Street projects include a variety of roles that allows different people on your street to get involved in ways that best match their individual interests, skills and abilities. Here are some examples of roles that you might need for your street.

## TEA MAKER

You will have the very important role of spreading positivity and putting smiles on faces by making and sharing warm beverages as everyone joins in with activities, sessions and games.

## MEETER & GREETER

Help your neighbours feel welcomed as they show interest and join in with your project.

## PHOTOGRAPHER

As the photographer, your role will be to capture memories and moments that shows your street as you take part in projects together. Ideas: how neighbours make decisions, how ideas grow and how much fun you have and what you learn during projects.



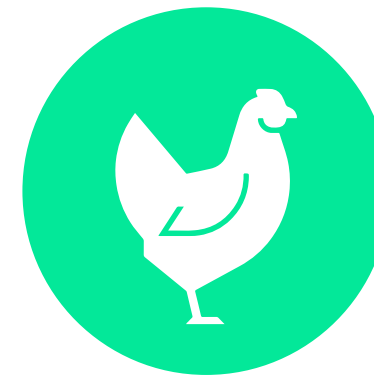
**GAMES MASTER  
(HEAD OF GAMES)**



**BEE  
BUDDY**



**STORYTELLER**



**CHICKEN  
WHISPERER**



**FIRST  
AIDER**



**PING PONG  
PLAYER**



**SHOPPER**



**WASHER  
UPPER**



**COOK**





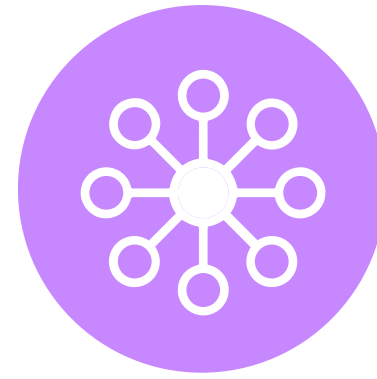
PHOTOGRAPHER



NATURE  
LOVER



TEA  
MAKER



CONNECTOR



RECYCLER



COMPOSTER



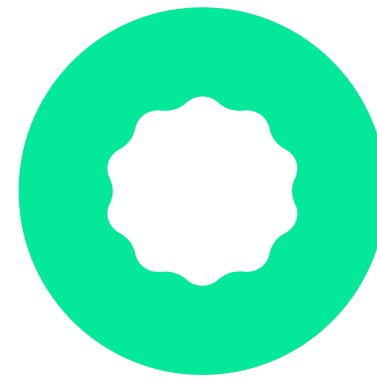
MEETER &  
GREETER



CLOTHES  
MENDER



FILM  
MAKER



BADGE  
MAKER



BAKER



KNITTER



WRITER



DIY  
EXPERT



RESEARCHER



DOG  
WALKER



LISTENER



MAKER

# HOW TO COMMUNICATE

There are as many ways to communicate as there are ways to help each other out! For your group conversations, you can use a WhatsApp or Facebook group that everyone can join to stay up to date.

People over the world have different ways to talk to their neighbours, from putting up a note on their windows to writing nice messages on post-it notes... let your imagination fly!

A phone call to check in, a chat over the fence or on the street are also all good ways to share some neighbourliness.

For the less tech savvy amongst the group, these add a personal touch that all the other formats may not, so don't underestimate how far a text can go!

There are loads of ways to get neighbours involved, and a simple conversation is usually a good way to get things going. If there are neighbours you know that have children around a similar age, a knock on the door and a quick chat never goes a miss .

You can also put one or several posters up on your street to describe what the project is about and how your neighbours can get involved.



## WHATSAPP

Whatsapp groups have become very popular because they allow people to send and receive messages, pictures, videos and voice notes.

Your Street Mentor can help you moderate your group if you need or give you advice on how to manage the group.

## LEAFLETS, POSTERS & NEWSPAPERS

Posting leaflets through doors, and putting posters in the area helps inform those who you may not reach through door knocking.

You can leaflet to get people involved in your Tomorrow Today Street or inform them of an upcoming event.

## FACEBOOK

You may want to create a private Facebook page, it's a popular way people can share videos, photos and plan! It's also a good way to create events and keep track of those coming along to sessions.

It's also a great way to save memory on your phones and computers by keeping it all online.

## NEXT DOOR APP

The app is localised, so people living on nearby streets can recommend message each other, reach out for support or invite people to events.

# GETTING OTHER PEOPLE INVOLVED

Don't forget that some of your neighbours might not be online so phone calls and chats over the fence or on the streets are also a good way to communicate and get people thinking about the future together.

It's really useful to have a way of staying in touch with everyone who's involved. Some people may want to be super involved, and others may want to help out for a little and take a pause, whatever the circumstance, you'll need to have an easy way to talk to each other.

## BUDDY UP

There may be some people that aren't online, or have access to the internet that you've spoken to about the project. To keep them in the loop, buddy that person up with someone who preferably lives nearby who can hand deliver the message, or give them a ring about important changes, meetings and fun goings-on.



## MEETINGS

It's very easy for meetings to become a bit tiresome! But by asking everyone at the beginning if they need any time from the meeting to think things through, give an update, come up with ideas together, try to gather this at the start and allocate time for each individual request. You'll soon see that you've created an entire meeting content together!

Planning and attending meetings can be a bit tiring. So it's best if meetings are kept to a minimum. However, if you would like to meet with your team, it's best if everyone has a chance to share. You could message people beforehand to find out what questions they have or do this together at the beginning of the meeting. You'll soon see that you've created an entire meeting content together!

# MAKE MAGIC COMBINATIONS WITH NEIGHBOURS BY MIXING UP PROJECTS TOGETHER!



## PIZZA PARTY

**STREET PARTY**

ITALIAN STYLE



**PLAY STREET**

IN THE PARK



**OPEN CORNER**

PLANTED WITH  
TOMATOES & HERBS



## PING PONG PARTY

**PLAY STREET**

MORE GAMES!



**INSTANT  
PING PONG**

TABLES FOR  
A COMPETITION!



**GREAT COOK**

HEALTHY SNACKS

# PROMOTIONAL MATERIALS

These bright and colourful leaflets and posters will help you get your neighbours excited and let them know their road is about to become a Tomorrow Today Street!

## INDOOR & OUTDOOR POSTERS

Waterproof and regular posters to catch your neighbours eye as they walk by. Pick a lamp post that gets a lot of traffic!

## LEAFLETS

Pop these leaflets through your neighbours door.

## NEWSPAPERS

Once you and two of your neighbours have started, you will be sent 30-50 newspapers to get even more people involved. The newspapers contain a breakdown of all 24 projects and all the introduction information.

## CONTACT CARDS

A small card for you to write your name, email or phone number so your neighbours can get in touch to find out more.

# OTHER MATERIALS

Posters, leaflets and social media are the best way to promote your event, you can place them on your street, at nearby cafes, communities spaces (such as libraries) and your front window.

It gives you the material to show people on your street the amazing things they can do and get involved in.

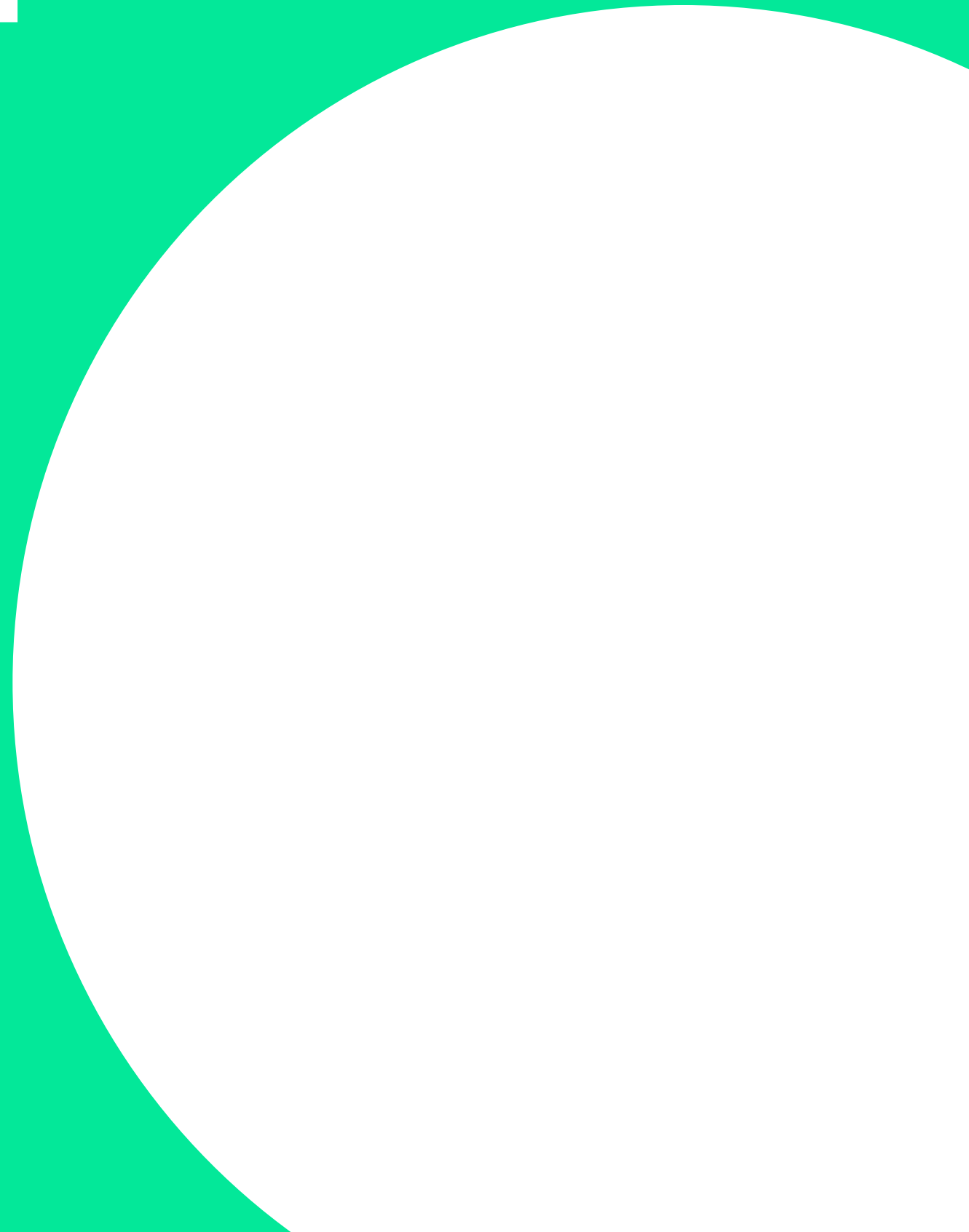
Our Every One Every Day shops will be more than happy to promote your event with posters and leaflets.

## THIS KITS INCLUDES:

- Poster & leaflet which will help you get your neighbours excited about the project. It's also a good way to invite them to share their ideas
- Poster 2 will help you organise a tea gathering whenever you want to connect with your neighbours over a cup of tea or coffee!



# HOW WILL THIS WORK ON STREET



# DECORATION & BUNTING

Nothing says Street Party more than some colourful bunting blowing in the breeze. It's the magic touch that makes a regular street come to life for a day of fun. What better way to get everyone together and excited about the event to come than by making it together as a street?

There are lots of fun ideas online on how to decorate for parties and quite often they include traditional bunting and table cloths to make the food setting look good. You can make your own decorations with whatever you want.

There are many different types of bunting to be made so get creative! Mix and match the many types of bunting, using both paper, fabric and any other materials you have around your home.

Join the Finding a Space & Decorating workshop, where the team will show you some easy and fun templates you can use to make your very own bunting for the street party.

## HERE ARE SOME EXAMPLES OF TYPES OF BUNTING

- Traditional bunting
- Flag bunting
- Semicircle bunting
- Strip bunting
- Triangle paper chains
- Pom Poms from wool





# GAMES

You can't have a party without games. They're a great way to get people talking and feeling comfortable!

Play is something we all have in common, and many of the games children play now are the same games their parents and grandparents were playing at their age. Young or old, what better excuse to let loose and have some fun than a Street Party?

Below are just a few ideas for games you could play

## LIMBO

Have two people hold opposite ends of a pole. Players take turns trying to walk under the pole by leaning backwards.

If a player falls or touches the pole, they're out. Each round the pole gets slightly lower.

## EGG & SPOON RACE

All contestants hold an egg in a spoon and wait at the starting line. Then, they race to the finish line. Whoever can cross the finish line first without breaking the egg is the winner.

## TUG OF WAR

Place a flag or marker in the middle of a thick rope. Then break into two equal teams and have each team stand behind lines an equal distance from the middle of the rope.

When the game starts, each side pulls on the rope to try to get the flag over their line.

## MUSICAL CHAIRS

Set up chairs so that there is one less chair than there are players. Players walk in a circle around the chairs as music plays. When the music stops, players must sit in a seat. Whoever is without a seat is out. Each round you take away a chair until there is only one player left.

## BEAN BAG TOSS

Get a bucket and set it on the ground. Have the child stand five to ten feet from the bucket and attempt to throw the bean bag into it.

Let multiple children take turns and see who gets the most bags in the bucket.

## PIN THE TAIL

Tape the image of a donkey (without a tail) onto a wall. Each person is given a paper cut-out of a donkey's tail with a small piece of tape. The person is then blindfolded, spun around and attempts to walk over and tape the tail to where they think it should go on the picture. The tail that is closest wins.



# FOOD ALLERGIES

## DID YOU KNOW THAT THERE ARE 14 OFFICIAL ALLERGENS?

By law, they must be written on any packaged food to keep people safe. People also have different types of diet. It's important to make sure that you make clear labels so it's easy for the right people to get the right food.

Most people suffering from allergic reactions or following a specific diet will know what types of food are not suitable for them, so the most important thing is that everything on the table is labelled. Simply writing the name of the food and where it came from will let your friends and neighbours know what they can eat.

### ALLERGENS

Labelling allergens is also really important. Fortunately for us, food shops are already a step ahead, and the information is easy to find on packets and labels. Even if you're preparing food, it's

easy enough to jot down the allergens in each of the products used so that everyone is aware of what's inside (allergens are listed in bold on the ingredients list).

### SPECIAL DIETS

Allergens are the most important thing to consider, because of the potential to do harm to health, but make sure to think about the other common diets that people follow:

#### Vegetarian

No meat or fish, this includes chicken and all types of seafood

#### Vegan

No meat or animal products, this includes eggs, dairy products and honey.

#### Halal & Kosher

Certain types of meat must be prepared in specific ways, and certain products cannot be mixed, like pork and dairy.

Packaging normally lets you know if an item follows one of these diets. but a quick scan of the ingredients can confirm. If you're not used to identifying food based on specific diets, ask someone on your street for help.

## THE 14 ALLERGENS



EGGS



FISH



MUSTARD



GLUTEN



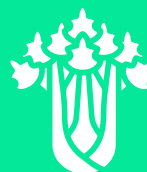
NUTS



LUPIN



SEASAME SEEDS



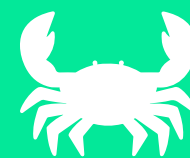
CELERY



PEANUTS



DAIRY



CRUSTACEANS



SOYA



SULPHUR DIOXIDE



MOLLUSCS

# GET ORGANISED

Before the big day there are a few things that need sorting out to get everything ready. The main ones are listed below. Have a quick look and add to it if there's anything else you think would be helpful.

As always we're here to help, so if you've got any questions just get in touch.

## HERE ARE A FEW THINGS TO THINK ABOUT

### EQUIPMENT

It's often the most obvious things we end up forgetting till the last minute. So make sure you've got enough chairs and tables, cups and crockery etc. If you can't find them on your street you may be able to borrow from local organisations or from Every One Every Day. Have a good think about the sort of things you think you'll need on the day and leave enough time to get hold of them.

- Welcome signs
- Decorations
- Cleaning products
- Outdoor toys
- Music player or speaker
- Food Labels
- Tables, chairs, benches
- Serving dishes and serving spoons
- Plates, cups and cutlery, napkins
- Jugs for soft drinks and water
- First Aid Kit
- Road Closure signs
- Hi-Vis Jackets (High visibility jackets)
- Suncream and spare hats

### PROMOTION AND INVITATION

You can plan the greatest party the world has ever seen, but if nobody knows about it, it won't matter. You'll have already done some door knocking, and there are posters and leaflets that will be provided, but get creative both on and off social media. Get the word out!

### SETTING UP AND PACKING DOWN

It's the least exciting part of the party, but can still be a good laugh. Leave enough time on each end, and rope enough people in so that it doesn't seem like a chore.

### BACK UP ARRANGEMENTS

Always have a Plan B. In case you end up with an unexpected downpour or heatwave, make sure there are backup options. Think of some places you can hide from the elements, and games you can play to keep spirits up if things don't go quite to plan.

### ROAD CLOSURES

Cars driving through your cricket game can really make things tricky. Get in touch and a member of the team will check whether your road can be closed for the day and apply to the Council to make this happen. This needs to be done at least a month before the party so leave plenty of time.



# CHECK LIST

BELOW IS A SHORT CHECKLIST OF THE THINGS YOU'LL NEED TO GET DONE, IN NO PARTICULAR ORDER.

## BEFORE

- Set door knocking and leafleting dates.
- Speak to your neighbours.
- Bring together a group of hosts.
- Set up whatsapp and Facebook groups.
- Apply for road closure after clearing with highways team at the council.
- Complete health & safety training.
- Put up posters alerting people to road closure.
- Make decorations. eg. bunting.
- Plan food shop, remembering about food allergies and intolerance.

## DURING

- Appointed First Aider.
- Appointed road diversion person.
- Photographer (photography permission signs).
- Designated rubbish area with bin/recycling bags.
- Layout of space, have a plan that can be shared so people can help set up.
- Have a music playlist ready, make sure the speaker is charged.
- Cutlery, washing up, have a system of how this will work, try not to use disposable and have a washing up process.
- Labels for all food to highlight allergens and specify ingredients considering dietary requirements.

## AFTER

- Clean up the street.
- Box up any leftovers for you and your neighbours.
- Catch up with group.
- Plan the next one.
- Suggest ways to improve the next one.
- Share photos and stories.
- Plan other activities together.
- Spread the word and tell people who live on other streets about running their own.

# ENJOY THE PROJECT

IF YOU HAVE QUESTIONS  
OR NEED ANY HELP, PLEASE  
CONTACT ONE THE TEAM OR  
VISIT THE WEBSITE.

[WWW.WEAREEVERYONE.ORG/  
TOMORROWTODAY](http://WWW.WEAREEVERYONE.ORG/TOMORROWTODAY)