

# Doing... carnival

A Mencap *Doing...* arts series guide to running arts projects with people with a learning disability



*Doing...* arts guides are available free to download in the resources section at [www.artspider.org.uk](http://www.artspider.org.uk)

*Doing... carnival* has been granted the prestigious London 2012 Inspire mark, the badge of the London 2012 Inspire programme which recognises exceptional and innovative projects inspired by the 2012 Games.

The Inspire programme is run by the London Organising Committee of the Olympic and Paralympic Games. It is an opportunity for everyone to be a part of the London 2012 Games – a broad participation programme spanning sport participation, education, sustainability, volunteering, and business opportunities and skills. New opportunities are being created to inspire young people and encourage the whole of the UK to join in.

All photos courtesy of Strange Cargo, and Hammersmith and Fulham Action on Disability.  
All individual quotes courtesy of Mencap National College at Dilston and Hammersmith and Fulham Action on Disability.

Forewords	4
Introduction	6
What is carnival?	7
Preparation	7
The legacy	8
Sustainability	8
<b>Part one - Being part of a carnival</b>	
The theme	9
The route	9
Licensing, health and safety	9
Funding	9
Making the costumes	10
Music sessions	30
Photography	30
<b>Part two - Planning your own carnival</b>	
Introduction	31
Preparation and planning	31
The theme	35
The route	35
More on licensing, health and safety	36
Budgeting and funding	38
Publicity and marketing	41
<b>Appendix</b>	
Resources	44
Contacts	46
Press release template	47
Photography consent form	48
Video consent form	54

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# Foreword from Mark Goldring

## chief executive Mencap

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Taking part in carnival is a great way to be part of your community. This is why community celebrations like a carnival are such an integral part of the Cultural Olympiad leading up to and including the 2012 Olympic and Paralympic Games. We hope this guide will help you to support people with a learning disability in playing a full part in these events. We also hope it will be of value lasting way beyond 2012.

Carnival is about designing and making costumes, and taking part in hugely enjoyable events. Creative pursuits, such as carnival, allow us all to explore and express ourselves, and people with a learning disability have the right to take part in those pursuits. Given that chance they can take a huge amount from creativity, gaining confidence, making new friends and developing different skills.

Mencap works hard to provide more opportunities for people with a learning disability to explore creativity. *Doing... carnival* is part of a series of arts guides that give you tools to help people with a learning disability get really involved in creative activities – from music, dance and drama to painting and design.

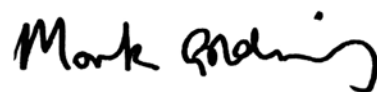
The other titles available in the series are:

- *Doing... music* – Rod Paton (Life Music) and Gus Garside (Mencap)
- *Doing... drama* – Tim Wheeler (Mind the Gap theatre company)
- *Doing... dance* – (Anjali Dance Company)
- *Doing... visual art* – Kate Adams (Project Art Works)

They can be downloaded free from the resources section of our Art Spider website [www.artspider.org.uk](http://www.artspider.org.uk)

*Doing... carnival* has been written by Mencap and Strange Cargo with the aim of making it as simple as possible for you to support people with a learning disability to get involved. I hope the guide offers you the insight, experience, ideas and practical tips you need to take part in or run a truly memorable event.

I wish you every success with your project.



**Mark Goldring CBE**  
*Mencap chief executive*

Accentuate is inspired by the values and achievements of the Paralympic Movement, founded in 1948 at Stoke Mandeville in the south east of England, and the London 2012 Games. It delivers an exciting range of projects that both drive real and lasting change and promote excellence. Our work with Mencap on *Doing... carnival* is part of our commitment to make the south east the most accessible region in the UK for deaf and disabled residents and visitors and to promote the work of deaf and disabled artists (professional and voluntary) to ensure that their talent and innovation is recognised worldwide. Accentuate is funded by SEEDA, the regional cultural agencies and Legacy Trust UK which is an independent charity set up to create a cultural and sporting legacy from the London 2012 Olympic and Paralympic Games. Encouraging new ways of working and thinking, and finding innovative solutions to encourage accessible practice is a vital part of our work and we are very glad to support this excellent guide.

**Caterina Loriggio**

Creative Programmer for London 2012,  
South East



# Introduction

This guide has been produced by the carnival experts Strange Cargo and Mencap, the UK's largest learning disability charity. It comes in two halves. The first part is to enable your group to join in with carnivals being organised by other people and to be fully part of the creative process. This involves thinking about the theme of the carnival and designing and making costumes. The second part is more detailed and is aimed at helping you to plan and organise your own carnival parade.

This booklet was written in 2010 in the run-up to the London 2012 Olympic and Paralympic Games. There will be lots of community celebrations leading up to and during the Games so it is a good time to be thinking about carnivals. You might want to think about the themes of the Games. You can find out what they are at **www.london2012.com** You might want to apply to get the Inspire mark to put on publicity materials for your carnival, which you can find out about at the same website.

Even the people who are organising the Games are thinking about what will happen once they have finished, so this booklet will be useful long after 2012.

“It was great and it was a nice environment to be in. If I got the chance to do it again I would.”  
**Veena**



Carnivals take place in the streets. They are colourful processions where people wear fantastic costumes and there is lots of music and dancing. Some carnival parades are enormous with thousands of people joining in and some are much smaller. The main thing is that they are fun and a great way for people from all parts of the community to celebrate together.

Carnival costumes can be large or small, but are usually colourful, and when there are lots of costumes together they look spectacular.

For hundreds of years carnivals were a way for people in European countries to celebrate the end of the winter and look forward to springtime and the hot summer months ahead. But carnival in the UK today owes a huge debt to our diverse communities – particularly from the Caribbean, South America and India.

Carnival is a wonderful opportunity to bring people from different cultures and backgrounds together, to experience sharing the streets as a community, and to have fun.

Taking part in a carnival is a great way to build confidence, make friends, show off, gain skills, be noisy and be part of a day to remember. It is something that lots of different people can join in with – schools, community groups and anybody else. Music and dance are important parts of carnival, so as well as making costumes it is useful to think about musical instruments and to

plan some sessions to work on some simple rhythms.

This booklet is designed for everyone who wants to make or join in with a carnival. There is lots of advice to show you what you need to make your carnival a success. Let the fun begin!

## Preparation

Whether you are joining in a carnival that others are organising or planning your own, make sure you give yourself plenty of time.

In Part two - Planning your own carnival, we give you a year-long planning calendar. Even if you are not organising your own carnival there is plenty to do, designing costumes, gathering materials, making your costumes and thinking about and rehearsing music. You need to make sure you and your members have enough time, so they can make their own costumes. Remember this is about them being fully involved in the creative processes. So take time and plan your sessions well in advance.

Check that members of your group know what they are getting involved in and that they really want to take part. Carnivals can be a lot of fun but they are busy and noisy, and some people may find that difficult to deal with. Even if some members of your group don't want to take part, they can still be involved in making things and, of course, leave the option open for them to change their minds.

# What is carnival? (continued)

## The legacy

If it is well planned your group members will want to repeat the experience and will be welcomed by your community as creative participants. Taking part in carnivals is a great way for your group members to:

- have fun
- be creative
- learn new skills
- build confidence
- be part of the local community.

## How to have a fantastic time responsibly

### What is sustainability?

“Leave the world better than you found it, take no more than you need, try not to harm life or the environment, make amends if you do.”

Paul Hawkin, *The Ecology of Commerce*, 1993

This quote simply explains what we mean by sustainability. It's about keeping in mind the potential impact of your event, both on your neighbourhood and the wider environment.

## Tips on running a sustainable event

- Carnivals provide a fantastic way to use up all those left over materials. Try to use recycled or recyclable materials wherever possible, find things locally if you can and check that they are ethically produced.
- Promote using public transport to your event by publicising bus and train times, and access points. You can also suggest that people car-share, if appropriate.
- Encourage healthy living by supplying water for your participants and carefully considering what food may be available.
- Don't give away free gifts that will go to landfill. Give-aways should be useful and reusable or make great souvenirs.
- Make sure you clean up after your event so that no one would know you've been there. Supply recycling bins where possible.
- Recycle your old costumes, or save any parts of the costume that could be used again.

“I think the parade was fantastic because it was sunny and there were drums and flags waving in the wind, and there were lots of people. It made me feel amazing!”  
**Ellen**



## The theme

Whenever you are planning for a carnival parade, whether you are joining in one that other people are planning or planning your own, you will need to think about the theme.

If you are joining in a carnival parade that others are organising the theme may have been decided. It might be that the theme still gives lots of options. For example you could create a carnival with characters from books, so each group could choose a book and create costumes based on its characters. In this case it would be important that each group informed the organisers of their choices to avoid duplication.

It is important to know your theme before designing and making your costumes.

## The route

There is a lot more about this in Part two of this booklet but even if you are planning to take part in something that others are organising, there are some things that you need to consider about the chosen route.

- Is the route fully accessible for all members of your group? If it isn't you should discuss this with the organisers.
- Are there any hazards that need to be pointed out to the organisers?
- When will you assemble? When will the parade start and end?
- How long is the parade and how long will it take to walk? Keep in mind that carnival parades go very slowly with plenty of time

for dancing, waving, music and showing off the fabulous costumes to the crowds.

- Make sure there are no low overhead electricity cables, shop signs or tree branches, as tall costumes might get caught up. Walk the route, preferably with a measuring stick, before you start designing and making costumes.
- Where will you be able to park or drop off and collect? You may need to ask for special arrangements to be made.
- Think about food and drink, you will need lots of water.
- Make sure you know where there are accessible toilets if you need them.

Remember to walk all the way from start to finish before the event to check these things.

## Other things to consider.

- Will there be a finishing ceremony?
- Will costumes be judged?
- If it is hot you will need sun cream and hats.

## Funding

There is a lot more about this (and budgeting) in Part two of this booklet, which you will need if you are planning to organise your own carnival. Even if you are joining someone else's parade you will need money for costumes, materials, and possibly to pay an artist to run design and making sessions. You might also want to pay someone to lead some music sessions.

# Part one: Being part of a carnival (continued)

You may be able to get some assistance from the carnival organisers. Often they can provide materials, as it is cheaper for them to buy in bulk rather than have each participating group buy their own, so they may have included the cost of this in their funding applications. They may also have people available to lead sessions for participating groups. You might also want to hold a fundraising event specifically for this activity.

## Making the costumes

Aside from the carnival parade itself this part is the most fun. Even those who feel the carnival itself may be too crowded and noisy for them can join in at this stage of the project.

This booklet gives you some examples of costumes to provide an idea of materials, as well as ways of making them big and colourful, but you should encourage the members of your group to think of their own ideas.

## Things to consider about costumes

**The first thing to think of is size.** Who is going to wear the costume? Don't design a very large costume if you are small!

- **Where will you make it?** Make sure you will be able to get it out of the room where you are making it – lots of people make this mistake!
- **How tall can it be?** Think about the route - are there any low bridges or similar obstructions?
- **How wide should it be?** Does the procession route have any narrow points?
- **Avoid making a costume that might catch the wind.** Are there any parts of the route that are exposed or windy, for example a seafront or hills? Often what feels like a gentle wind can wreak havoc on a wide or tall costume! Design with this in mind, avoiding flat, wide, and sail-like designs. Holes can be cut or costumes can be built in sections to let the wind through.
- **Keep it simple.** Some of the most effective costumes are simple, but beautifully decorated. Work out how many costumes you have the time and resources to make.
- **Try it out.** Make sure you leave enough time to try on the costumes outside and have a go at parading with them on; this will build confidence and anticipation. If a problematic costume has been created this also leaves time to fix it.
- **Put together a plan** to create the costumes, fit your jobs into the days available for the project. The costume examples given here were created during a half-day design session and three full-day workshops but you could easily work on your costumes a few hours at a time over a longer period.

Decide how many days you have to build the framework (see below), to attach the background materials and get all the painting done and remember to leave enough time to enjoy going wild on the decoration, the miles and miles of ribbon, buckets of glitter and sequins!

If there are large areas to paint or papier-mâché, try to complete it by the end of one session, so that it is dry and ready to be worked on at the start of the next session.

Strange Cargo costumes often use backpacks - these are lightweight frames that fit the body and can be the basis of many different costumes. There are instructions for making these here, as well for how to make an 'A-frame'. These two elements can form a simple and effective base for many stunning costumes. Your members may need support to make these but with the right supervision (and awareness of the safety issues when using tools) many of them can do all of it and will get a great sense of achievement from doing so.

These are not the only ways to make costumes and may not be appropriate for all of your members but will make sure that you have a range of eye-catching costumes!

**“I liked the flags, I liked the drumming. It made me feel happy, lots of people dancing, they were feeling happy, they were getting excited! It was fun.”**  
**Natasha**

## Getting started, with a design workshop

### Preparation

- Once you have chosen your theme, gather as much reference material as you can, to inspire ideas and aid design.
- Supply images of carnivals and carnival costumes, to help everyone understand what carnival is (look at the photos in this booklet).
- Think of how the designs will look from a distance. Height is important to enable the costume to be seen and simple, bold design is also effective.
- Have swatches of colours and materials to show and lots of drawing and collage materials available.
- Encourage everyone to have a go. Design is not about drawing ability - simple drawings and stick people are often all that's needed but try to add lots of colour.
- Create lots of ideas, don't settle for the first ones.

### Choosing the final design

At the end of the session put all of the designs up on a wall and get everyone to talk about the ideas. You will need to find ways of deciding how you will choose the final designs.

# Part one: Being part of a carnival (continued)

At the end of the session, make sure everyone is happy about which costumes you are going to make.

## Making simple costumes

### Walker costumes

These are costumes for anyone to make and wear in the carnival. They are designed to be colourful, easy to make and to look fantastic together when lots of people are wearing them in the parade. A different design is usually created for each section. It is good to think of a basic costume that can be embellished and made more individual by each participant.

Consider these important issues when designing walker costumes: the age, skills and abilities of the people who will be making the costumes. Keep it very simple so everyone can make their own.

The availability of the tools. Too much cutting with small scissors or waiting to use the stapler can be very boring.

How many costumes will be made?

Work out in advance the quantity of materials you need so you don't run out.

The design must be adjustable to fit large or small participants.

### Making the first walker costume

- Look at what materials you have available.
- Discuss colour schemes.
- Spend some time discussing wild and wonderful ideas.
- Have a large mirror available.
- Occasionally revisit your original considerations and apply them to your design.
- When you are happy with the design, take it apart and use it to create templates.
- Draw around the templates and use them to recreate the costume, as though you were demonstrating it to a participant or co-worker. This is also a chance to simplify your design if it is too complicated.
- Name each piece of template and include instructions (for example, 'Tigers eyes - cut two golf-ball-size circles from card and paint black').
- Put together a materials sheet, listing how much of each material would be needed to create a class of costumes and staple examples of the materials to it.



### Some examples of walker costumes

Costumes are usually made from a number of elements depending on the budget and materials that are available. These could be things like a hat, a twirler, a standard, a flag, a decorated t-shirt, a tabard or a skirt.

Hats can easily be made on a hatband; this is a band of fabric that might be plastizote, cardboard or fabric.

### Fishy hat

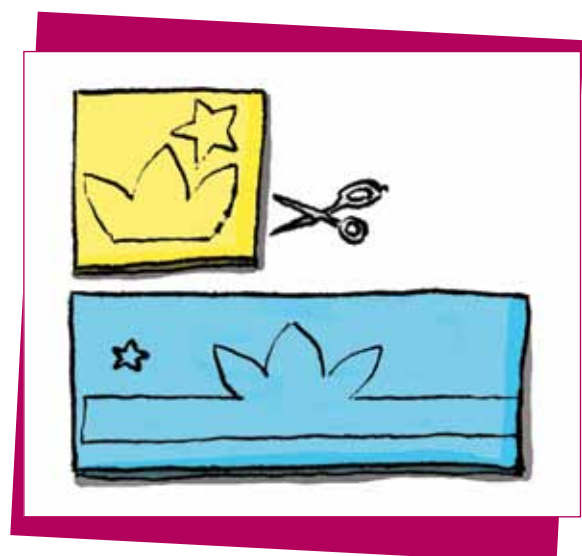
You will need:

- Plastizote (foam plastic) or other background material
- Ribbon
- Stapler and staples
- Scissors
- Pen

### Step one

Draw the pieces you will need and cut them out.

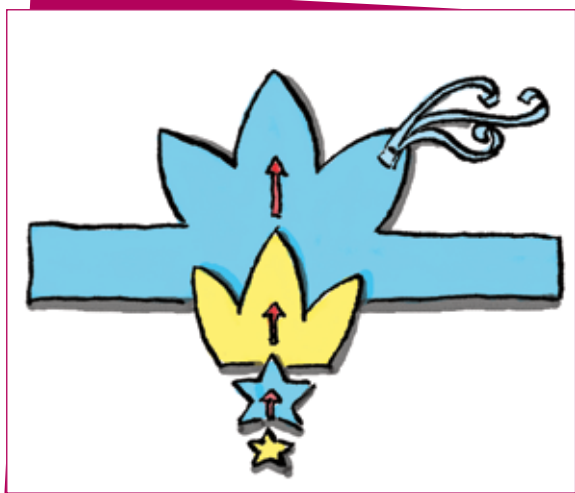
### Fishy walker costume



# Part one: Being part of a carnival (continued)

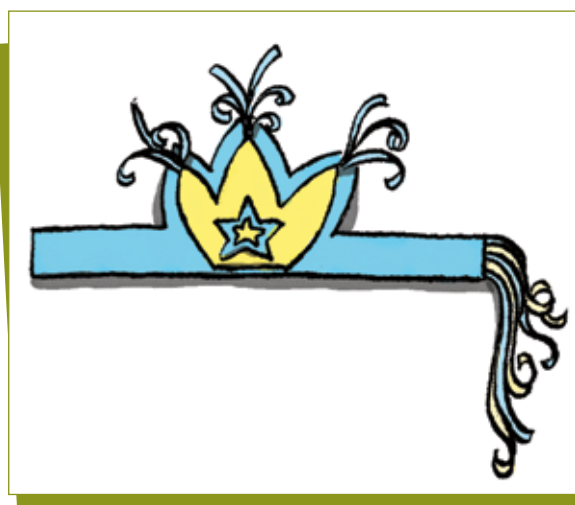
## Step two

Measure around your head, above your eyes with a soft tape measure. Cut a 5 cm wide length of cardboard, plastizote or fabric, 10 cm longer than the size of your head, this is your hatband.



## Step four

Decorate the hat with ribbon, glitter or paint.

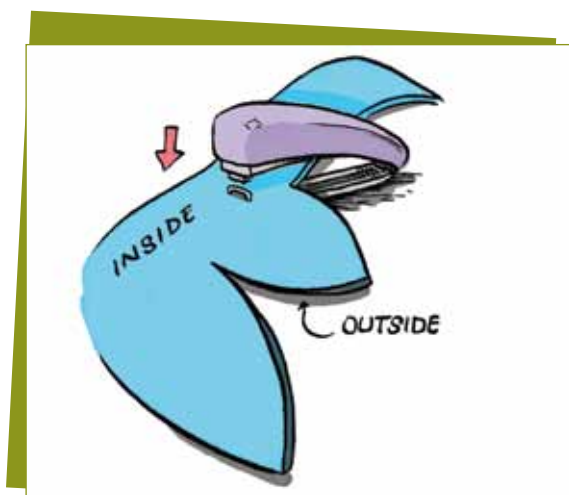


## Step five

Make sure the hat fits the wearers head.

## Step three

Overlap the hatband and staple it so it fits your head. When you staple through the hatband remember to have the smooth side of the staple towards the wearer's head.



### Step six

Staple the hat band, with the smooth side toward the wearers head



### Fishy t-shirt

A t-shirt is an easy way of creating a costume and can be glittered, painted or cut into different shapes.



Other ideas might be to create a simple waistcoat, tabard or collar that's highly decorated, or a skirt made of coloured plastic bin bags and ribbon.

### Making a headdress

Headdresses and face paint can be added to great effect and really complete the costume. The headdress shown in the final step was made using lengths of wire covered in metallic ribbon, which creates the shape of the headdress.



You will need:

- Wire
- Plastizote
- Paper
- Decoration (sequins, glitter, paint etc)
- Gaffa tape
- Metallic ribbon or tape

# Part one: Being part of a carnival (continued)

- Ribbon or fabric
- Scissors
- Wire cutters or snips

## Step one

Draw a design onto paper and decide where the wire should go to best hold the shape.



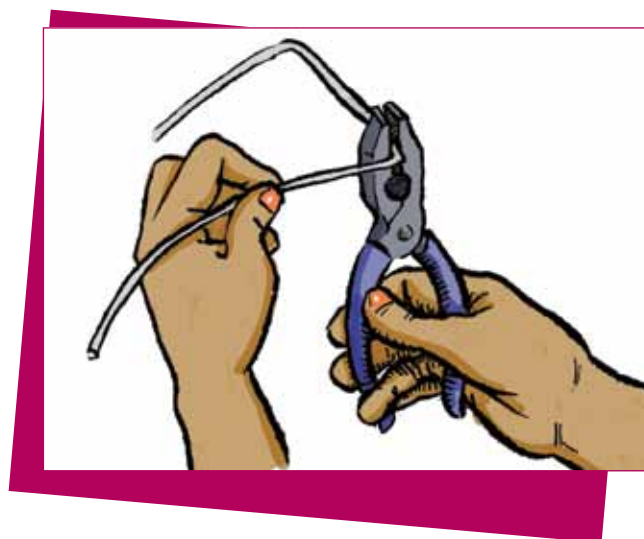
## Step two

Cut lengths of wire to fit your design.



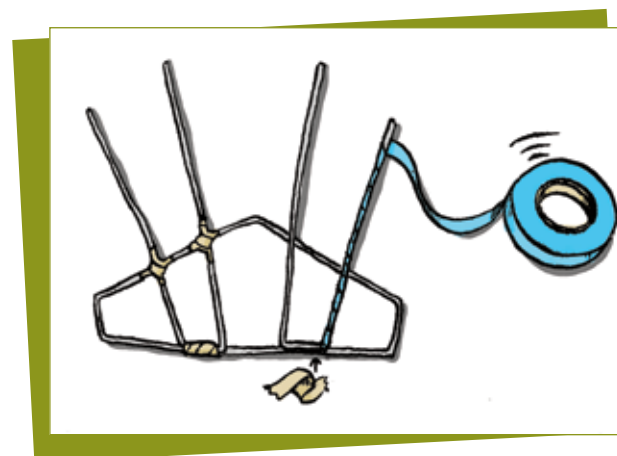
## Step three

Where the wire crosses, join it by twisting it together or use thin strips of gaffa tape.



## Step four

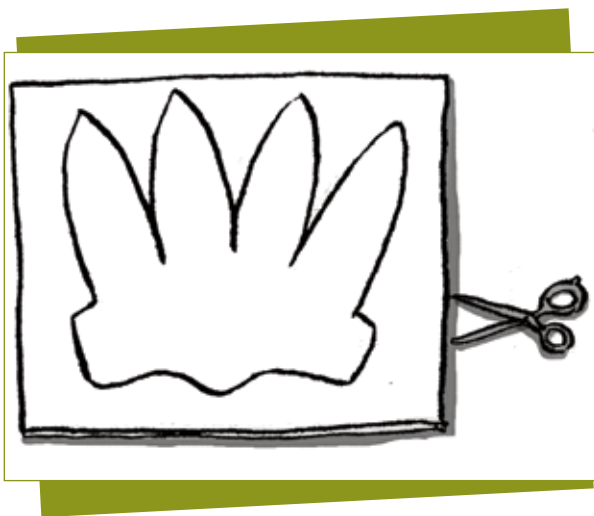
When your wire-work is secure, you can cover it by winding around thin metallic ribbon or cutting strips of silver tape.





### Step five

Draw and cut out the background material for your headdress (this could be plastizote or foil covered or laminated paper).



### Step six

Glue the wire frame to the background material and decorate with your chosen material such as glitter, sequins and paint.

### Step seven

When the headdress is completely dry, bend it to fit your head. Ribbon or fabric can be attached to create a tie at the back. If you are using laminated paper it may be more comfortable to add some padding around the inside of the headdress.



# Part one: Being part of a carnival (continued)

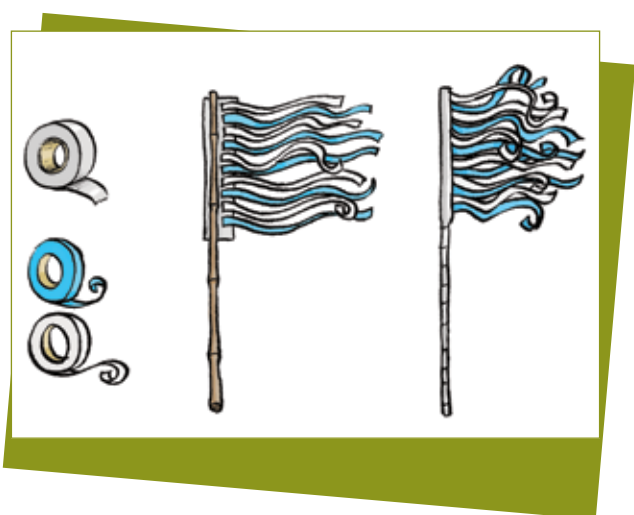
## Twirler

This is a great addition to the walker costume, giving the wearer something really tall and visible to wave about.

You will need:

- A short bamboo cane
- Silver foil tape
- Ribbon
- Scissors

A simple twirler is made by attaching lengths of ribbon to a short length of bamboo using silver foil tape. Ensure you cover all of the bamboo cane with tape to avoid splinters.



## Fishy standard

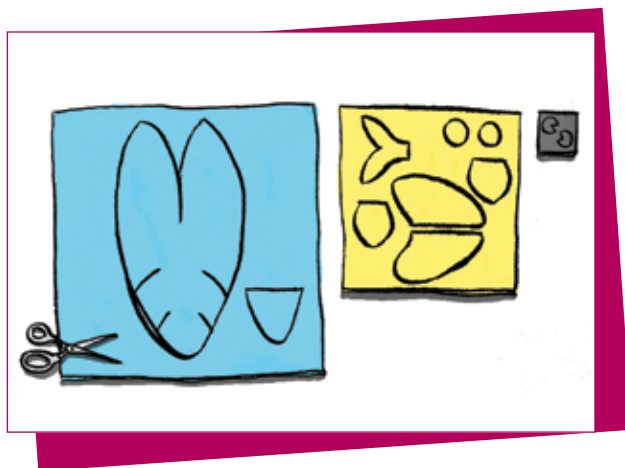
This is a more complicated example, but looks great in a parade.

You will need:

- A short bamboo cane
- Plastizote
- Silver foil tape
- Double-sided tape
- Ribbon
- Pen
- Scissors
- Stapler and staples

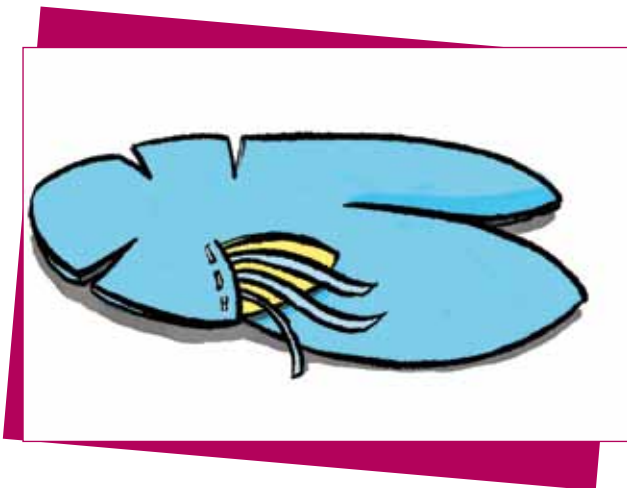
### Step one

Draw around the templates on different colour plastizote if possible. The illustration shows the body of the fish. Its lower lip is on the blue sheet, its fins, tail and eyes are on the yellow sheet and on the black sheet, the inside of its eyes.



### Step two

Cut around each shape. On the body of the fish cut four slits as shown. These will help make the fish three-dimensional when stapled back together. Place some ribbon and the fin shapes into the second slit and staple together on both sides.



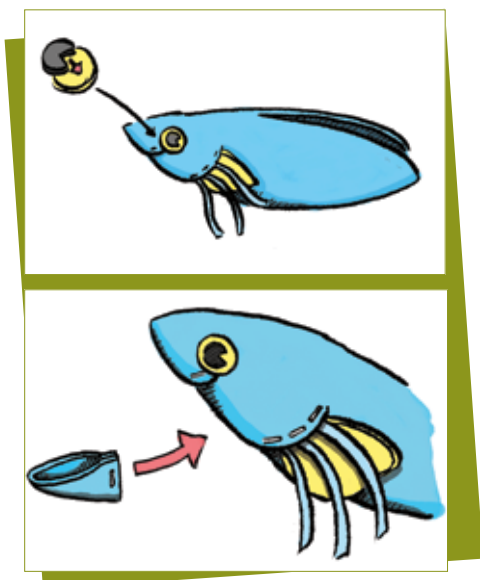
### Step four

Attach the large fins at the top of the fish. Add some decorative ribbon. Attach the tail the same way. This will create a three-dimensional fish with an opening at the bottom; add more decoration if you wish.



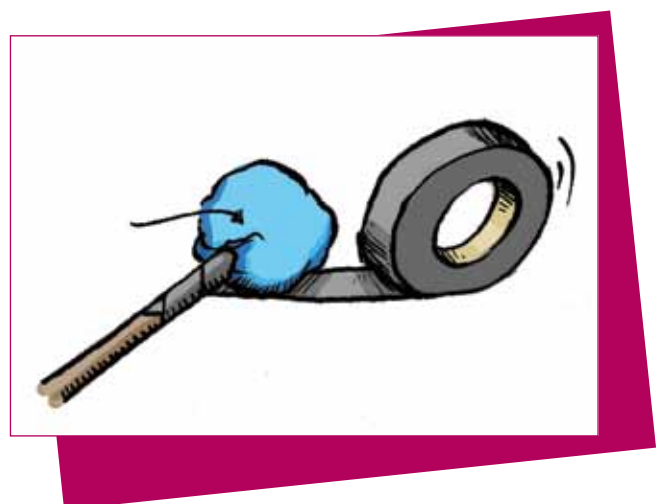
### Step three

Fold the shape lengthways and attach each of the eyes. Fold the bottom lip in two as shown, staple and attach.



### Step five

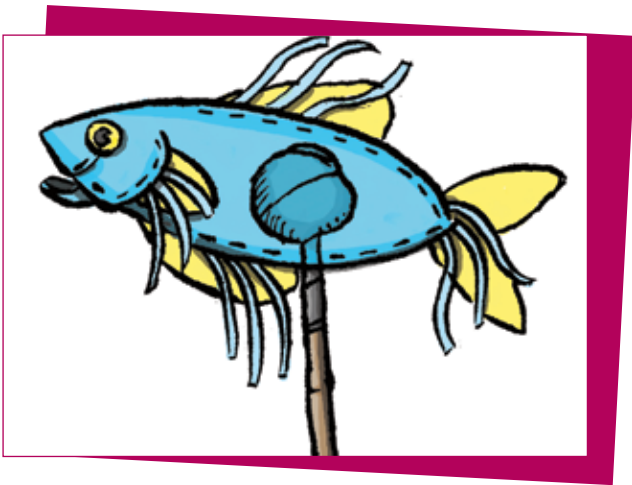
Attach a ball of leftover plastizote or newspaper to one end of the bamboo cane. Cover this ball with some double-sided tape.



# Part one: Being part of a carnival (continued)

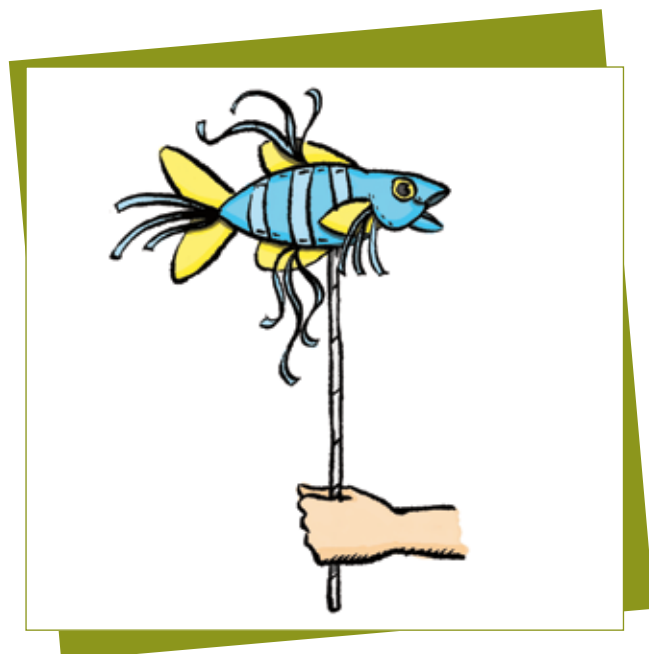
## Step six

Place the fish over the ball and staple to close.



## Step seven

Squeeze the sides of the fish to firmly stick to the double-sided tape and decorate the bamboo.



## Making more advanced costumes

For the adventurous amongst you, the following is an approach to making more advanced but really stunning costumes. These more complicated costumes need a bit more structural support, so we use backpacks and 'A-frames'. These are easy to make when you follow the step-by-step instructions. They are a great base to help you to build lots of different types of costume. You can start by making simple designs and become more ambitious as your confidence grows.

## How to make a backpack

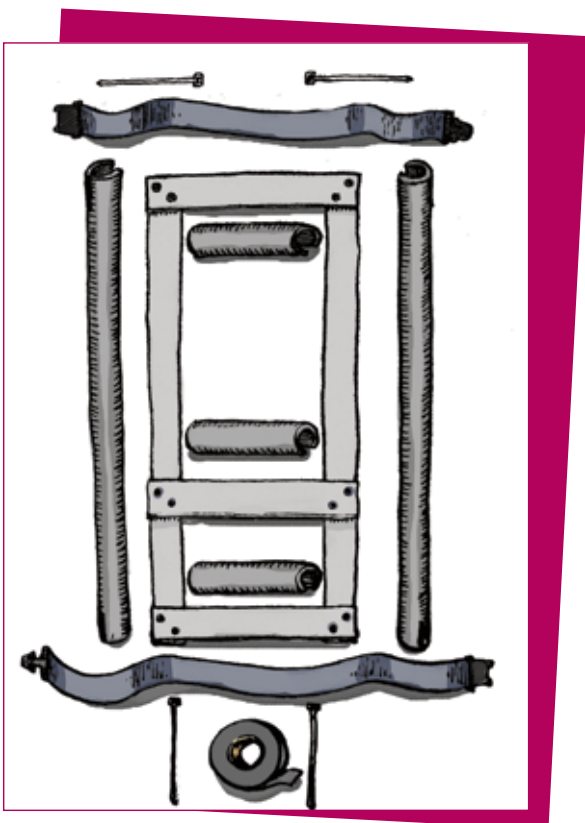
You will need:

- Aluminium flat bar (250mm x 3mm), cut into two lengths of 90cm
- Foam pipe lagging (three lengths of 30cm)
- Gaffa tape
- Webbing
- Cable ties
- Backpack quick-release clips
- Hacksaw
- Tape measure
- Pencil
- Electric drill and drill bit
- Scissors
- Rivet gun and rivets

(See the Resources section in the appendix for information on where to get materials).

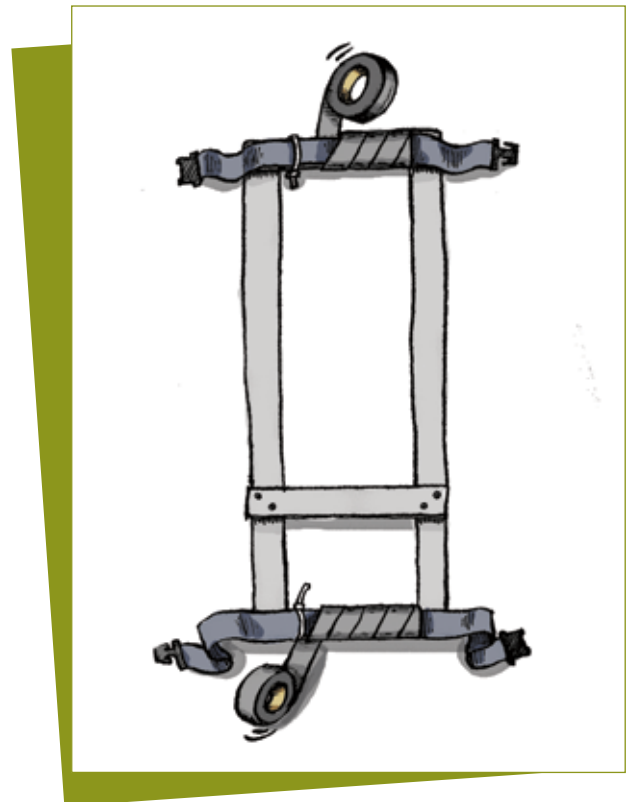
### Step one

On both flat aluminium bars, mark where you need to make a join. Drill a hole on each of the marks. Accuracy is important when marking and drilling. Put rivets through the holes to create a frame as shown.



### Step two

Attach webbing to the top and bottom of the frame with cable ties and gaffa tape. The webbing can then be threaded through the backpack clip.

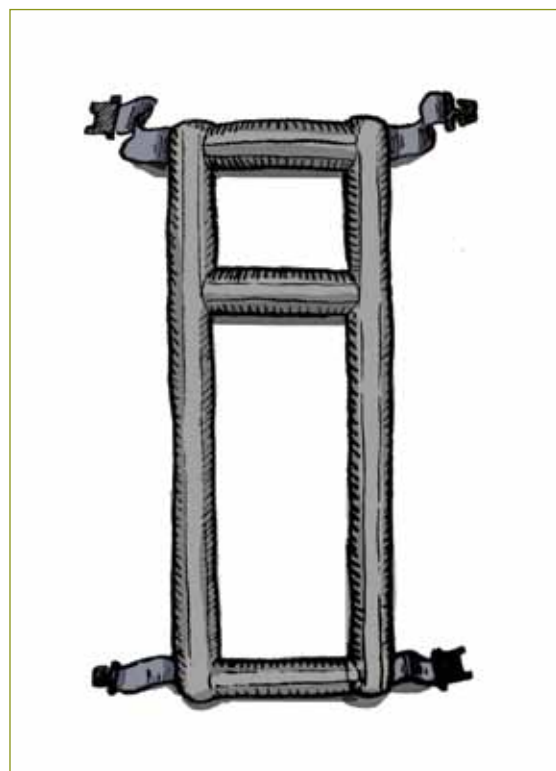
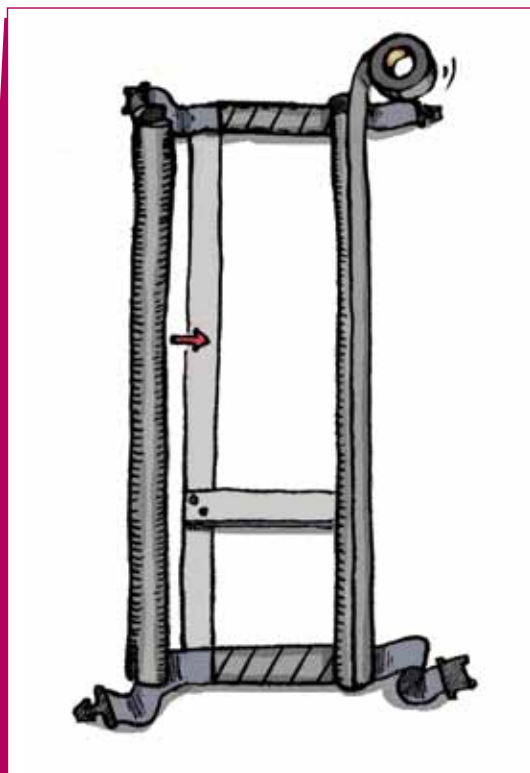


**Tip:** Whenever you snip off the long ends of the cable ties always remember to cover the sharp, cut edges with a strip of gaffa tape, otherwise they can scratch.

# Part one: Being part of a carnival (continued)

## Step three

Open the foam pipe lagging along the edge where it splits and slide it onto the long outside edges of the backpack. Cut both sides of the foam at the top and bottom to fit the webbing through. Cut the foam lagging to cover the aluminium strips in the middle.



## Step five

The end with the two cross bars is the back. Using your knee or the back of a chair, create a bend in the backpack where it will sit on your shoulders. Keep trying it on and bending it until it fits against your body and is comfortable across your back and shoulders.

## Step four

Wrap the whole backpack with lengths of gaffa tape, this will secure the foam lagging and make the covering more hard wearing.



### Step six

Adjust the backpack clips until the backpack fits comfortably. It should not be loose around your waist or slip off your shoulders. If either of these things is happening, tighten the clips or add padding under the shoulders until the backpack fits snugly.

### The 'A-frame'

An easy way to build a costume onto a backpack is to start with an 'A-frame'. It is important to measure how tall you want your costume to be and who will wear it. Measure from the wearer's waist (or the point where the bottom of the backpack sits) to the ground. Take this measurement away from the person's height, this will give you an idea of how tall your 'A-frame' and costume should be.

You will need:

- Backpack
- Bamboo canes (about the thickness of your thumb)
- Gaffa tape
- Cable ties
- Hacksaw
- Wire cutters or snips

### Step one

Using the cable ties, attach the bamboo canes to the upright outside bars, at the back of the backpack. Make sure the strong, fatter ends of the bamboo are at the bottom and double-up the cable ties at the top and bottom. Snip the ends and cover with gaffa tape.



# Part one: Being part of a carnival (continued)

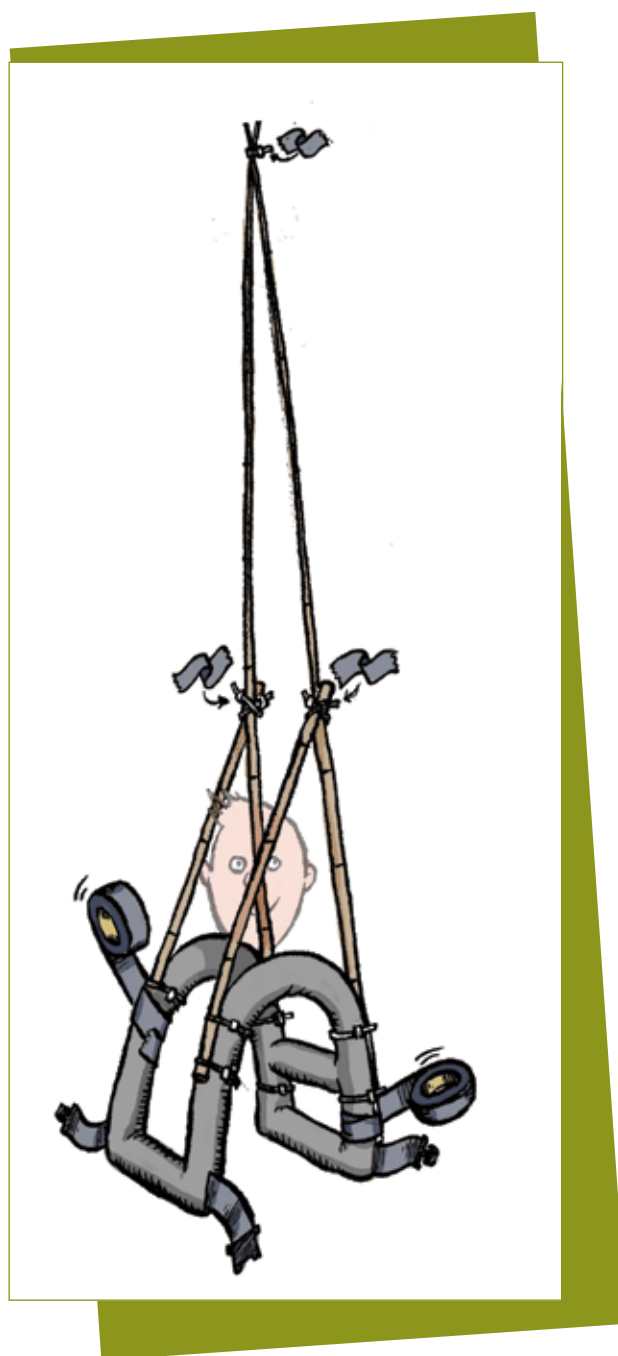
## Step two

Cross the tops of the bamboo canes and cable tie, snip and stick with gaffa tape. The backpack and bamboo canes create an 'A' shape.



## Step three

We have added some short bamboo canes at the front of the backpack, which will add strength to our costume base, don't forget – cable-tie, snip and stick with gaffa tape.





## Single hoop costume

The 'A-frame' can be used to build lots of costumes. Another simple addition is to add a circular fibreglass rod. If you cannot get hold of a fibreglass rod, you can use a hula hoop. Fibreglass can be an irritant, so we advise cutting it to size before the workshop. When cutting wear a mask, safety goggles and gloves, and always cut outside or in a well-ventilated workshop.



## Fibreglass rod hoops

### Step one

Decide how large you want your hoop to be. It is important to allow quite a large overlap of rod as this will stop it bending into an oval or tear shape. When you cut the fibreglass rod it is essential that you follow health and safety guidelines.

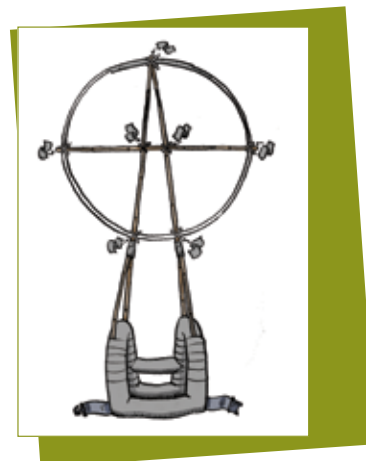
### Step two

The rod will be very springy, so work with a partner to control it, ensure you use enough cable ties to make the hoop secure. Cable-tie both ends of the overlap, snip and cover with gaffa tape.



### Step three

Attach the fibreglass hoop to the 'A-frame' using cable ties, wire cutters and gaffa tape as shown. Add another bamboo cane to make a crossbar, this will support the hoop and create places to attach decorations like netting or ribbon.



# Part one: Being part of a carnival (continued)

## Making the double hoop costume

You will need:

- Backpack with 'A-frame'
- Two fibreglass hoops
- Ribbon
- Netting
- Glitter
- Ostrich feathers
- Wire cutters or snips
- Glue gun
- PVA glue
- Cable ties
- Gaffa tape

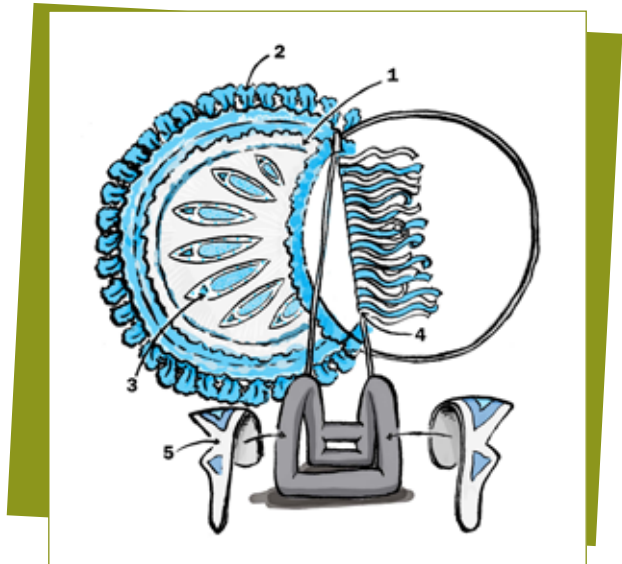
### Step one

Attach the hoops to the back of the backpack as shown in the diagram (cable-tie, snip and stick with gaffa tape).



### Step two

The insides of both hoops are covered in coloured netting, which is glued to the frame. The centre is left empty allowing the wind through and giving an area for ribboning.



### Step three

Paint patterns onto the netting using PVA glue. Then sprinkle with glitter.

**Tip: Use only one glitter colour at a time and put paper underneath, so that you can re-use any that doesn't stick to your costume.**

### Step four

Glue ostrich feathers to the outside edge of the costume.

### Step five

Cut lengths of ribbon to be attached.

**Tip: If attaching to fibreglass rod or bamboo canes cover first with double-sided tape, wrap the ribbon around the rod and secure by stapling together close to the rod. The double-sided tape stops the ribbon slipping on the rod and bunching up, while the staple stops the ribbon un-sticking from the tape in hot weather.**

### Step six

The backpack can be decorated with ribbon and decorative shoulder pieces. You can also make skirts out of netting or lengths of ribbon.

## Making a hooped skirt costume and headdress



This is a simple and very effective costume that's really fun to wear.

You will need:

- A fibreglass rod
- Gaffa tape
- Webbing and clips
- Netting
- Glue
- Glitter
- Ribbon
- Any other decorations you like

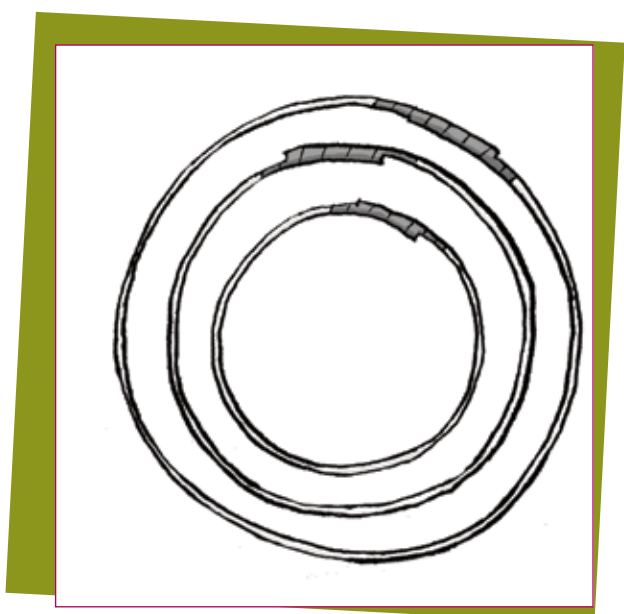


# Part one: Being part of a carnival (continued)



## Step one

Create three fibreglass hoops (see previous instructions) in three sizes that fit inside each other. The largest hoop will be the bottom of the skirt and the smallest hoop will be at hip height, so it must be big enough to step into.

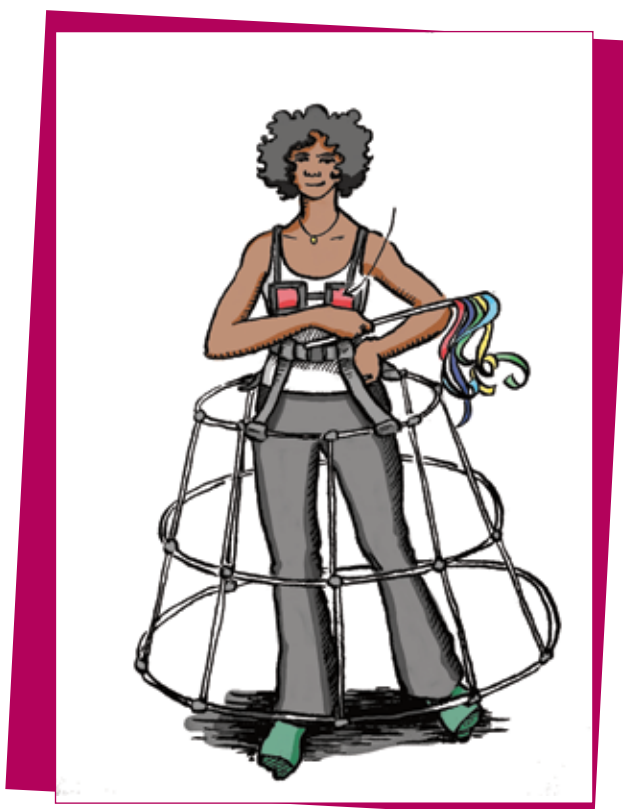


## Step two

Join the hoops together, as shown, using lengths of straight fibreglass rod to create a cage that will fit like a skirt. When joining two pieces of rod together at right angles use two cable ties to make a cross. Pull the cable ties very tight, snip and stick with gaffer tape.

## Step three

Measure some webbing to fit the wearer's waist and thread through some backpack clips to make a waistband, secure the loose ends with gaffer tape.

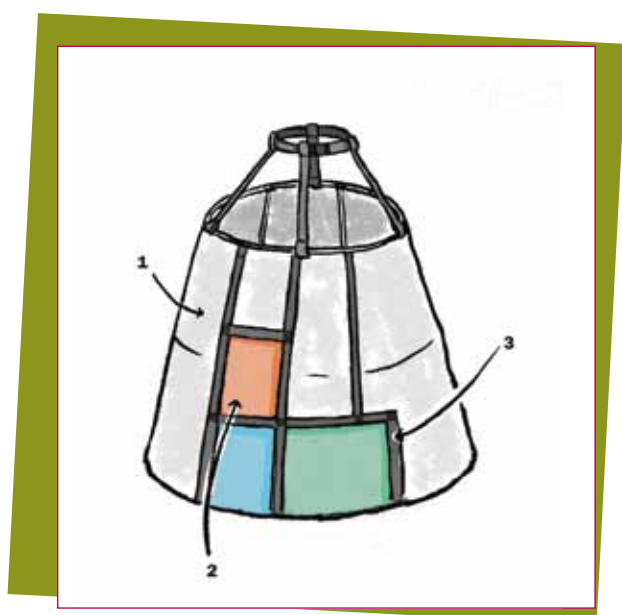


### Step four

Cut lengths of webbing that will fit between the top hoop of your skirt and the waistband you have made. Fold one end over the top of your hooped skirt and secure, either by sewing or with cable ties and gaffa tape. Put the hooped skirt and the waistband on and ask someone to hold the skirt at the height you wish it to be. Fit the top webbing to the waistband, making sure the skirt sits far enough above the ground so the wearer can walk comfortably (see illustration).

### Step five

Use netting, coloured panels of plastizote and glitter to decorate the frame and create the skirt, these are also attached to a t-shirt to create the look of a dress.



### Step six

Instructions for making a wire frame headdress are shown previously, the wire is shaped and attached to the background material as shown, coloured squares are glittered and glued on.

### Step seven

Use face paint to complete the effect.

These are just a few examples of costumes that Strange Cargo has made with community groups. They may seem complicated at first but just have a go and you will see that they are actually really easy to make. They all use simple shapes and basic structures that you can copy, combine and adjust to create your own unique carnival costumes. Remember, anything is possible. Let your imagination soar, take inspiration from other carnivals and cultures - and most of all, have fun!

“When we got there we had fun. We went for hot dogs at the end and then watched the fireworks. Before that, we paraded along the river and there was lots of music. I enjoyed myself with all of the dancing ladies. We had a great time and I want to do it again.”  
**Francis**

# Part one: Being part of a carnival (continued)

## Music sessions

Music is an essential ingredient of your carnival and a great opportunity for your members to take part. The music most associated with carnival is the infectious samba rhythm of Brazilian style street music. The simple act of hitting a drum and joining in with a samba band can be a very positive and exciting experience. There are many talented samba bands that can give a samba workshop. Everyone can learn about the instruments, get to know some simple rhythms and find out how to play loud or soft, to take part in a 'rumble', where everyone gets to create as much 'sound' as possible.

You could also make simple percussion instruments to play in the carnival. The website [www.rhythmweb.com/homemade](http://www.rhythmweb.com/homemade) has some useful ideas for how to do this. A simple way to make carnival noise is to blow a whistle.

**“I loved it, I loved all the music and dancing. I liked the drumming. I liked the masks. It was colourful. It impressed me. It was funny everyone was dressed up. I liked being in a parade.” Emma**

## Photography

It is important to take lots photos of both your workshops and the event. This will give you material to send to newspapers and to show funders how successful your event has been. It will also help you to keep a record of the process and your success, to celebrate with your members.

It is always important to get permission to take photographs that you want to use for publicity. If the people in the photograph are under 18 you need to get written consent from their parents, if they are over 18 they can give written permission themselves. There is a consent form you can use in the Appendix.

If you are taking pictures yourself remember the following:

- Local newspapers prefer pictures of small groups, where they can see everyone clearly.
- For close-ups zoom in to the subject matter and have as little background as possible.
- Make your pictures look as natural as possible.
- Local newspapers like to know the name of everyone in the picture.

## Introduction

So you have chosen to put on your own carnival event. Perhaps there are none already being planned in your area and you have some event organising experience. This section is intended to take you through some of the basic steps and help you to use your event skills and experience to involve your members in as much of the process as possible.

## Preparation and planning

Give yourself plenty of time to plan your carnival. This planner gives advice on how to get organised by starting twelve months ahead.

Please remember to keep an event file and diary with all of your meetings, information, contact details, and copies of correspondence. It is always best to be organised – it makes life easier in the long run.

Set up a steering group with your members so that those who wish to be are fully involved in the planning. Make and laminate simple words and picture sheets covering the main tasks and stick them to the walls at your meetings. You will find referring to them useful over the planning cycle.

## 12 month carnival plan

A step-by-step guide.

### Month one

Decide on a date and route for your carnival event.

- Write a project proposal to include your aims and objectives. Funders will need to know what you hope to achieve. (See Aims and objectives in the Appendix).
- Put together your carnival budget. First decide how many people and/or groups you would like to involve. If you plan to run carnival workshops decide whether you are able to raise all of the money needed or would like invited groups to contribute to the costs. You may need to do some research to get an idea of the cost of everything you need, but try to be realistic when estimating (see pages 38-41 for more advice).
- St John Ambulance can attend your event and supply first aid and emergency support, contact them now to enquire about their availability and cost.
- You may need public liability insurance (see page 38).
- Start fundraising now. It's never too early. Approach potential local funders, businesses, councils and local councillors.
- Write funding applications to trusts, Arts Council England, Wales or Northern Ireland and other potential funders.

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# Part two: Planning your own carnival (continued)

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## Month two

Fundraising continues.

- Write to the local authority events officer to apply for permission and to find out how they want you to licence your event. Local councils often have an events team in place to help. You will have to write risk assessments for all aspects of the event, including carnival workshops and the event itself (see page 37 for advice on risk assessments).
- Contact your local police to see if they will support your event.

## Month three

Fundraising continues.

- Contact local events guides when you have confirmed a date, as printed matter is often produced well in advance. Town centre managers and information centres can provide contacts.

## Month four

Fundraising continues.

- If you are encouraging others to join in, establish a list of organisations, people and schools that might want to take part in the carnival. Where possible this should include the name, phone number and email address of the art coordinator.
- How many people do you want to take part in your carnival? How many walker costumes do you want, and how many big carnival backpacks? This will help you plan

the costume workshop programme and budget for buying materials.

## Month five

- Write to the people you want to participate in the carnival. Tell them what you are planning and when the event will take place. If you want to involve local schools, write to them at least two terms before your carnival, inviting them to participate. Invite them to join the fun and outline what is being offered, and what their commitment will be. Enclose an acceptance form for them to fill in and return with their details. Most people do not have much experience of being in a carnival. It is good to let them know you have a clear plan, so that they are confident to join in. Be clear and concise.
- Make it plain if you need people to contribute to costs, such as materials for costumes. Let people know what you expect from them and what they will get in return, for example a chance to join in an exciting community event, learn new skills and have a great day out.
- Around two weeks after sending your invitation letters or emails asking people to join in your event, follow them up with a telephone call. Think about what people might want to ask you and have answers to potential questions ready before you call. Be persistent if you do not get



through straight away, as people are often very busy and don't always reply. This does not always mean they are not interested.

### Month six

- Keep a note of the date of all replies, as this will help you to respond on a first-come-first-served basis, if the offer is over subscribed.
- When people confirm that they want to be involved, make sure you get their contact details including their name, postal address and/or email and phone number.

### Month seven

- There are clear instructions in this book about how to create carnival costumes, but it is always useful to have people with practical, creative skills on board who can help.
- Make enquires with local schools and adult education centres to find out who the arts co-ordinators are, and if they can suggest freelance artists you can work with to help plan making the costumes. There are other ways of finding local artists (contact Mencap's national arts development manager for advice – see Appendix).

### Month eight

- Although you have planned and budgeted for your carnival costumes, you won't know exactly how many people will take part in your carnival until the groups you have approached confirm their involvement.

- As soon as you have a clear idea of how many people will be joining in the event, you can begin to work out what costumes to make and what materials you will need to buy.
- Talk to the licensing officer at your council and to the police again, to make sure you have all of the paperwork in place for any road closures, or practical issues concerning the event and route. There is new legislation regarding road closures and you may need to hire a specialist firm to assist on the day if you are closing roads. Look in your local business directory (such as Yellow Pages) under traffic management companies.
- Your event can be marshalled by volunteers. However your council may require you to book additional Security Industry Authority (SIA) licensed stewards who have had training in crowd control and event security. Ensure that they have received disability awareness training. You might need to hire other equipment such as road closure signage or barrier fencing, so it is a good idea to book it early and get it confirmed in writing. The police and local authority should be able to offer advice about what equipment is necessary for your event.

### Month nine

- With two months until your event it is time to write your press releases and begin telling the local newspapers about the carnival. Telephone the local paper and ask to speak to the reporter

# Part two: Planning your own carnival (continued)

who covers local events. They might be interested in running a story in the lead-up to the carnival.

- Make an eye-catching poster. It should convey information about the event and a sense of excitement. It should explain:
  - what you are doing - there's going to be a carnival parade
  - where will it take place - the start point, route and finish
  - when it is happening - date and times
  - how people can join in - public workshops are a popular way for the general public to get involved.

Look on the internet for local websites that might insert free listings about your carnival.

Remember to always mention your sponsors in all press releases and printed materials.

## Month ten

- Make sure you write to all your participants to let them know the event schedule so that they can plan their day.
- Intensify your marketing campaign, making use of posters, radio, free listings, school newsletters, email and websites. Tell everyone you meet all about it.

## Month eleven

### The carnival day

- If you have a website, make sure there is clear and current information about the carnival timings.
- On the day, make sure your answerphone message gives clear, current information.
- In the event of your carnival being cancelled at short notice due to bad weather or something else, make sure you have a plan in place to let people know this has happened.

## Month twelve

- Congratulations, you have organised your first carnival! While it is still fresh in your mind, it is very useful to write an evaluation. Look back at your original aims and objectives to see if you have been successful in achieving them. It is good to include photographs to show how lovely the costumes were and how much fun everyone had. Your funders sometimes ask for a report about the event.
- Write about your successes, but if there was anything that was not as successful as you would have liked, make sure you write down the reasons why. Explain what you would do differently next time to avoid the same thing happening again.
- Keep copies of all your publicity material, including press cuttings from your local papers; this will be useful you when you start fundraising for your next carnival.
- Time to start planning for next year!

## Planning step-by-step in detail

### The theme

Coming up with an exciting theme for your carnival should be great fun and will give people inspiration and a starting point for design ideas and publicity. Your carnival theme can be different each year. It is good if you choose an overall theme that can break down into sections with distinct colour schemes, such as the following.

- Geographical - your carnival could be based on where you live, for example, the seaside or the city. It could also reflect local history, place names or landscape.
- Current affairs - reflecting something that is going on internationally or locally such as the Olympic Games or global warming.
- Natural themes - like the animal kingdom or life under the sea.
- World carnival - with sections inspired by different customs and music from around the world.
- Myths and legends, customs and stories - these could be local or international.

Nearly anything can be used to inspire carnival. One year Strange Cargo had a carnival based on chess, some of the sections were different pieces such as knights, kings, queens and horses. Each section was white with one bright colour.

Lots of people still tell us it was one of their favourite carnivals.

### Planning your carnival route

#### What is a good route?

It is very important that your carnival route is accessible to everyone. So in this section we expand and sometimes repeat information from the previous section.

Think about where there might already be an audience for your parade, such as town centres, busy streets and festivals. Look for safe and busy places to show off your parade. If this is your first carnival, pedestrianised shopping centres are a good idea, as this limits the paperwork needed to arrange road closures. It might also be best to avoid busy main roads.

Think of places that might be already full of people and where you are able to make lots of noise.

If you are planning to have your carnival parade out on the streets, you will need to speak to your local council very early on to discuss your preferred route. You will probably have to apply for an events license and road closure notices, or to arrange a rolling road closure. The council will be able to tell you if there are any major road works planned, or other reasons why your chosen route might need re-thinking.

#### A safe place to set up your parade

Plan to assemble the carnival where traffic can easily be controlled. This could be a

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# Part two: Planning your own carnival (continued)

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cul-de-sac, a car park, park footpath, public square or pedestrianised area. There are likely to be lots of people in your parade so make sure that there are some reserved parking spaces or drop-off points for children, or people with mobility issues.

## Toilets

Are there accessible public toilets close to the start and finish sites of the parade route? If not, you will have to hire portable toilets. Hire companies can be found at [www.yell.com](http://www.yell.com) or in the Yellow Pages. You will need to inform the council about this to get permission to position them.

We would encourage you to find out if there is a changing places toilet near the event. A changing places toilet offers facilities such as a height-adjustable adult changing table and hoist, for people with profound and multiple learning disabilities. Portable changing places toilets are available for hire (see [www.changing-places.org](http://www.changing-places.org)).

## Is your carnival route accessible?

It is very important to make sure your route is accessible. Try to avoid too many hills, cobbled streets and uneven surfaces. Check the location of drop kerbs, and identify any obstructions or trip hazards beforehand, so that the parade can move along safely and easily.

If there are any bollards or concrete planters in the way, it might be possible to have them removed by the council beforehand but they might charge for this service.

Try to avoid taking the parade over grass, because if it has been raining, it is likely to get muddy and slippery very quickly.

When planning your route, **it is very important to slowly walk all the way from start to finish**, making sure there are no low overhead electricity cables, shop signs, or tree branches, as tall costumes might get caught up. Double-check by walking the route beforehand with a measuring stick that is the height of your tallest costume design.

## How long is your route?

About an hour from start to finish is a good rule of thumb for the time it takes for a carnival to cover the entire route. If it's longer everyone starts to get tired and it's hard to be jolly when you are getting weary, but you know your members – even an hour may be too long. Whatever your chosen carnival route, always walk the entire distance **very, very** slowly before you decide. There needs to be plenty of time for dancing, waving, music, and showing off the fabulous costumes to the people who have come to watch.

## Your audience and crowd management

All of the work you have put into marketing your carnival will hopefully mean lots of people will come to watch. It is unlikely that you will be asked to install crowd control barriers for your event, but your local council will advise you, based on the risk assessment you supplied when you applied

for a license. For advice on writing these visit [www.hse.gov.uk](http://www.hse.gov.uk), the official government website for health and safety standards. There is a section [www.hse.gov.uk/risk/fivesteps.htm](http://www.hse.gov.uk/risk/fivesteps.htm) that shows five easy steps for writing risk assessments for your event.

The police will not necessarily support certain aspects of the management of your carnival parade, so you might have to hire a specially licensed team to manage any road closures on your route - visit [www.yell.com](http://www.yell.com) and look under 'traffic management companies' for locally licensed organisations. You need to take this into account when planning your route and writing your budget.

Your risk assessment dictates whether you need to hire specially licensed stewards known as SIA (Security Industry Authority) stewards. SIA stewards have the authority to deal with unruly or antisocial behaviour.

Unregistered marshals, who are people that have no official authority but can ensure the wellbeing of the public and act as a point of information, can also be used to make sure your event runs smoothly. It would be great to get some of your members to do some stewarding. Give them some training so that they know what they have to do and make sure they have all the information they need on the day to help people by answering their questions. It's a good idea if they have some item of clothing, such as event t-shirts or high-visibility waistcoats, to identify them to each other and members of the public.

### **Where will your parade finish?**

Wherever your parade finishes it is a great idea to end on a high by having a VIP there to welcome everyone and thank them for taking part. Find an area that is big enough to accommodate the whole parade, including a following audience, who might be picking up participants. You need somewhere that is easy for participants to disperse safely. Arrange designated parking spaces nearby for event vehicles, so that people with limited mobility can be picked up, bands can off-load their instruments and large costumes can be transported. Have water available to hand out to participants at the end of the parade.

### **Are you having a finale?**

If you are extending your carnival with a music programme or judging costumes after the carnival parade is finished, you will need to be sure the place where your carnival finishes is big and safe enough for this purpose. You may need to budget for accessible staging, toilets, fencing, generators, public announcements (PA), signage, access equipment and marshals. The Independent Street Arts Network (ISAN) toolkit: Making Outdoor Arts Accessible to All can be downloaded from [www.streetartsnetwork.org.uk](http://www.streetartsnetwork.org.uk) and gives guidelines to help organisers make sure their event is fully accessible and user-friendly for everyone involved.

You will have to let the local council know if you are having a finale event when you apply for your event license, as you will

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# Part two: Planning your own carnival

## (continued)

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probably have to apply for a 'temporary events notice' (TENS). This licence will cover up to 499 people gathering to enjoy the continuing celebrations. For more information about TENS, talk to your local council.

### Getting helpers checked

It is very important to make sure that anyone who volunteers or anyone you employ to work with children, young people or vulnerable adults has a current Criminal Records Bureau check.

Visit [www.crb.homeoffice.gov.uk](http://www.crb.homeoffice.gov.uk) to find out how to get these checks.

If you have employees or volunteers who regularly work with children, young people or vulnerable adults they may also need to be registered with the Independent Safeguarding Authority (ISA).

Visit [www.isa-gov.org.uk](http://www.isa-gov.org.uk) to find out more.

### Public liability insurance

When hosting an event of any sort then you must not overlook insurance. It is important that anyone organising a carnival event or workshops should have public liability insurance. This will ensure the health, safety and welfare of any employees, volunteer helpers or contractors involved in arranging the event, as well as the public and participants attending.

We recommend contacting at least three independent insurance brokers to get advice on the most appropriate insurance for your group and the event.

### Budgeting and fundraising

Your carnival needs careful planning if it is going to be a success. Write out the budget for your event well in advance (there is a sample budget in this booklet). Making a list of budget headings is a good way to work out how much money you will need. This will make it easier when you write to people to ask for support.

Sometimes people donate materials and volunteer their time; it is really helpful to make the most of this type of support.

When you have a budget in place, it may be possible to raise funding from:

- charitable trusts
- Arts Council England/Northern Ireland/Wales
- local and regional council small grants schemes
- local businesses – in return for their support, you can mention them in press releases and publicity, and ask to use their logo in your publicity.

## Budget template

### Expenditure

<p><b>Artists fees</b> Calculate how many artist days it will take to deliver the workshops and event.</p>	£
<p><b>Venue hire for workshops and storage</b> Do you have a space you can borrow or will you need to hire?</p>	£
<p><b>Project manager</b> Will you pay someone to oversee the project, to ensure it is delivered on time and to budget? Their full fee should be included, even if it is being delivered partly in kind.</p>	£
<p><b>Administration and overheads</b> The cost of public liability insurance, phone, postage, photography, access to email and computers, petrol, etc should be estimated here. Include administration and evaluation costs</p>	£
<p><b>Materials and tools</b> You will need materials for your project; you should calculate a realistic amount for what you will be using.</p>	£
<p><b>Transport</b> Will you need to hire a van and driver to move large objects around on the day of the event or when collecting materials?</p>	£
<p><b>Site services</b> SIA licensed stewards, St John Ambulance, fencing, road barriers, radios, toilets etc.</p>	£
<p><b>Equipment hire</b> Will you need to hire things like a PA system and generator?</p>	£
<p><b>Music</b> Will you be hiring musicians or creating your own music? Providing quality music costs quite a lot of money and this should be taken into account when budgeting for an event. Get quotes in advance and book bands in plenty of time.</p>	£

## Part two: Planning your own carnival (continued)

<b>Publicity and marketing</b>	£
Design and print costs can be high, so if you can find a friendly printer who will help you with your publicity materials this can be shown as support in kind.	
<b>Hospitality</b>	£
Will you be supplying refreshments for your team and the bands? You may wish to buy lots of water to give to your participants during and after the procession.	
<b>Contingency</b>	£
Keep in mind that it is almost impossible to budget exactly, so always add 5% to the project total as contingency, to allow for any unforeseen costs.	
<b>Total expenditure</b>	£
<b>Income</b>	
Fees from workshops	£
Grants from public sector	£
Trusts and foundations	£
Fundraising	£
Sponsorship	£
Donations	£
In kind support	£
<b>Total income</b>	£

Once you have finished listing your expenditure costs and possible income, add them up to give you a total for each.

Subtract the total expenditure from the total income to give you the difference.

Total expenditure	£
Total Income	£
Difference	£
Surplus (+) or deficit (-)	£



You should aim to balance the income and expenditure, or have some spare income in case of unexpected events. The 5% contingency is very important but it is always better to have a little more than you need in case you have underestimated any expenses.

If there is much higher expenditure than income, it is useful to look really carefully at your original costings. Decide where you can make savings as it is important that you have enough money for the whole project and won't run out halfway through.

You can spend less money by getting volunteers for some of the jobs, asking for donations of materials and borrowing tools, and of course, fundraising can give you more income. You can ask your local council about applying for a licence to have collection buckets, for people to donate their spare change, on the day of your event.

## Publicity and marketing

### Contacting the media and promoting your event

Make a list of everyone you think should know about your event, such as local newspapers, radio, television stations, schools and social groups. Find out their telephone numbers and before you phone, have all the details of your event ready, some photographs to send and a press release written.

### Writing a press release

- Put today's date at the top.
- Say what the event is, where it is and when it's happening.
- Explain who is involved, why it's happening and how it's been organised.
- It's always a good idea to include a quote maybe about how wonderful it's been making the costumes, either from yourself or someone who is taking part.
- Include photographs but make sure you have written consent if necessary.

You can see a Mencap press release in the Appendix.

# Part two: Planning your own carnival (continued)

## Call your local newspaper and radio and TV stations.

- Ask to speak to the news editor/news desk
- Add their names to your list.
- Introduce yourself and your event.
- Tell them all about your event, remembering to include the ‘what, where, when, who, why and how’ details and find out if they would be interested in covering it. They might want to write about it, photograph it or film it.
- Find out if they are able to come along. Find out when each person’s deadline is and how far in advance they need information.
- Make a note on your list of who is interested and what to send them. They might want a press release, photographs and information about times, places and people taking part.
- Make sure you send them the information they’ve asked for quickly and then call to check they have received it. Finally, if they can make it don’t forget to send them a personal invitation.

## Making a poster

Run an art session with your members to design a poster. Make your carnival poster bright and colourful. Use a strong eye-catching image like one of the costumes

or something that relates to the theme.

Have some printed as A5 fliers, so they can be handed out to people as well as some A3 versions that can be put on display in shops and other places where people will see them. If you know a friendly designer, they will be able to offer you some advice.

## Checklist of information to include on your poster

- Information about who is organising the event. If your group has a name, say so at the top of the poster.
- The name of the event. If you plan to repeat the carnival regularly, you could give your poster a certain style or a logo to be instantly recognisable. Strange Cargo runs an annual carnival called Charivari Day, so maybe you could think of a name that people will remember.
- The theme of the event if it’s different from the title. If your parade has a theme such as Wild Animals, say it in big writing.
- Say where and when the parade will happen.
- Explain the route, naming the roads the parade will travel along.
- If you are holding public workshops, add details to posters and all other publicity
- Including times, venue, age restrictions, price or donation if applicable.

- If you have bands or performers booked, or VIPs attending the finale, such as the mayor judging the costumes, add their names to the publicity.
- Include contact details in case people have queries.
- It is very important to make sure you include the logos of all supporters, both financial and those who have given support in kind.

“The Thames Festival was great. We had to hold the giant river that we built and then walk along the river. It was my first time there and I will go back next year.”  
**Jacinta**



# Appendix

Here's where you will find all the extra information you need to help you organise your carnival properly and make sure it is a truly memorable event.

You will find:

- Resources
- Contact details
- Press release template
- Photo and video consent forms

## Resources

### Useful links to other carnival related organisations

**The Independent Street Arts Network (ISAN)** produce a number of useful publications including Safety Guidance for Street Arts, Carnival, Processions and Large-Scale Performances.

ISAN access toolkit: Making outdoor arts accessible to all

<http://www.streetartsnetwork.org.uk/>

**Blue Touch Paper Carnival** is a new carnival project run by West Sussex and linked to the Carnival Learning Centre on the Isle of Wight. It has lots of good photos and accessible information about carnivals  
[www.btpcarnival.co.uk](http://www.btpcarnival.co.uk)

**Luton Carnival Centre** [www.lcadt.com](http://www.lcadt.com)

**Isle Of Wight Carnival Centre**  
[www.thecarnivallearningcentre.org](http://www.thecarnivallearningcentre.org)

## Other useful organisations

### Voluntary Arts Network

There is a great deal of useful information on the Voluntary Arts website [www.voluntaryarts.org](http://www.voluntaryarts.org) including briefings on outdoor events, risk assessment and much more.

<http://www.voluntaryarts.org/cgi-bin/website.cgi?tier1=network&tier2=publications&tier3=van%20briefings&fp=true>

### Licensing Information

The Somerset events planner is a useful resource and this link will take you directly to licensing information.

[www.somerseteventplanner.co.uk/index.php/home/carnival/legalities1/licensing1](http://www.somerseteventplanner.co.uk/index.php/home/carnival/legalities1/licensing1)

London 2012 sustainability guidelines for corporate and public events

<http://www.london2012.com/documents/locog-publications/london-2012-sustainability-events-guidelines.pdf>

## Finding materials

<b>Plastizote</b>	Zotefoam are the only UK manufacturer of Plastizote, they have distribution centres all over the country, you can access these on the website <a href="http://www.zotefoams.com">www.zotefoams.com</a> and call to arrange for collection of the waste product that is used for the costumes. (Call well in advance, colours will vary.)
<b>Tape</b>	Gaffer, double-sided, masking, silver - most tapes are available to buy online from eBay or from hardware stores. Tickitape offer mail order. The silver tape is the most specialised but is also available online.
<b>Fabric Netting/ Tulle</b>	Good fabric stores/eBay or internet wholesalers for buying in bulk. Online store examples <a href="http://www.fabricuk.com">www.fabricuk.com</a> or <a href="http://www.calicolaine.co.uk">www.calicolaine.co.uk</a>
<b>Glue and glue sticks</b>	Large hardware stores (B&Q), Ebay, or online – <a href="http://www.gluegunsdirect.com">www.gluegunsdirect.com</a> Glue sticks come in different sizes dependant on the glue gun used.
<b>Cable ties</b>	Large hardware stores (B&Q), electrical shops, or online. They come in different sizes and colours.
<b>Glitter</b>	<a href="http://www.RandC.net">www.RandC.net</a> or most craft stores. It is a lot cheaper to buy in bulk online.
<b>Fibreglass Rod</b>	<a href="http://www.allproppedup.co.uk">www.allproppedup.co.uk</a> or it is easy to find suppliers online through Google
<b>Bamboo, Withie and Centrecane</b>	Jacobs, Young, and Westbury, phone 01444 412411 or <a href="http://www.somersetwillow.co.uk">www.somersetwillow.co.uk</a> . Place your order well in advance.
<b>Aluminium Flat Bar</b>	<a href="http://www.parkersteel.co.uk">www.parkersteel.co.uk</a> or Google search. Readily available from local online suppliers.
<b>Feathers</b>	Use Google to search for coloured ostrich feathers example sites <a href="http://www.tonyhill.net">www.tonyhill.net</a> , <a href="http://www.ebay.co.uk">www.ebay.co.uk</a> , <a href="http://www.ostrich.com">www.ostrich.com</a> . Feathers are also available to buy in fabric shops, or good craft shops.
<b>Florist Ribbon</b>	Search for wholesale floristry suppliers in your area on <a href="http://www.yell.com">www.yell.com</a> - the online yellow pages.
<b>T Shirts</b>	Look online for T-shirts, try and ensure that you buy Fairtrade.
<b>Silk</b>	Good fabric stores stock Habutai silk or look online for buying in bulk. Try <a href="http://www.fabricuk.com">www.fabricuk.com</a>
<b>Wet Strength Tissue</b>	<a href="http://www.richardsandappleby.co.uk">www.richardsandappleby.co.uk</a>
<b>Hand tools</b>	For things like snips, hand riveters, hacksaws, glue guns and scissors.

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# Appendix (continued)

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## Funding

The Arts Council may be able offer funding for your event – for more information go to:

[www.artscouncil.org.uk](http://www.artscouncil.org.uk)

[www.artswales.org.uk](http://www.artswales.org.uk)

[www.artscouncil-ni.org](http://www.artscouncil-ni.org)

Speak to local businesses, town councils and local and regional authorities about applying for funding.

It is usually possible to apply to individual councillors who hold personal budgets for projects they would like to support.

## Contacts

### Gus Garside

Mencap national arts development manager

01444 449089

[gus.garside@mencap.org.uk](mailto:gus.garside@mencap.org.uk)

### Strange Cargo

01303 244533

[info@strangecargo.org.uk](mailto:info@strangecargo.org.uk)

[www.strangecargo.org.uk](http://www.strangecargo.org.uk)

## Aims and objectives

We have already said how great carnival is for having fun and celebrating, but it is good to write a list of aims and objectives when you start, so that you are clear in your own mind about why you want to organise a carnival. This doesn't have to be a long list, but it will be helpful to look at when you have to explain to people why you

want them to support your event. When applying for funding, you will need to write a proposal, which is a written description of what you want to do. If you have clear aims and objectives it will help enormously.

They are also handy to refer back to, when you have finished the project, so that you can check to see if your event has achieved what it wanted to. This is an important part of the evaluation.

Examples of carnival aims and objectives:

- To devise, raise funds, and organise a fully accessible carnival parade, that does not exclude anyone from taking part.
- To enable people with a learning disability to make their own costumes, and to enjoy taking part in the parade with other people from their local community.
- To ensure the event is robustly planned and resourced, and that there is good distribution of information and marketing material.
- To make a photographic record of the event and everyone's involvement on the day.
- To build a legacy of skills and confidence in the community that can be developed for future events.

## Mencap press release template

If you have never written a press release before, you might find this template useful.

News release

[Date, eg 09 February 2010]

### **HEADLINE SHOULD BE BOLD CAPITALS CENTERED**

This introductory paragraph should include the what, where, who, why, when and how. It should also introduce the NEWS HOOK (why the story is newsworthy). This paragraph should be no more than two sentences, each no longer than 31 words. Font must be text size 12 with line spacing 1.5.

Para 2:

Expand on the information you have given in the introduction. Make it clear why the story is important and newsworthy.

Para 3:

A quote from someone important to the story. For example Name (and if relevant job title), said: "XXXX." This should be something you can imagine the journalist including in an article, and should bring the story to life.

Para 4 (optional):

Any additional information that is directly relevant to the story. If required include times of event, prices, web address etc.

**-ENDS**

For further information, photographs or to arrange an interview, contact [your name] on [phone number] or email [email address].

# Appendix (continued)

## Photo consent form



Form to say it is ok for us to take photos of you and use them for our work



Please read this form. It will tell you what we will do with any photos we take of you.



Please sign the form at the end if you are happy with what this form says.



**Why do we need photos of you and other people for our work?**



The photos of you will help us show people what a learning disability is and what people with a learning disability can do.



## Where will the photos of you be used?



If you sign this form, it means you are ok for us to use photos of you



in printed material. This is things like leaflets, brochures, forms and posters



on websites. The websites can be seen by people around the world



in videos and in adverts in newspapers or in other places

# Appendix (continued)

## Other things you should know



- We will keep the photos of you for 5 years.



- We may make changes to the photos from the way they looked when they were taken.



- We may lend your photos to other groups for them to use. We will only lend them to groups who work with Mencap or do work very like ours and who think good things about people with a learning disability.



- The other groups will be able to change the photos but they need to check with us first to make sure we are ok about where and how the photos will be used.



**If you are happy with these things, please fill in the form on the next page.**

Your name

---

Your age

---



The date the photo was taken

---



Where the photo was taken

---



Please tell us what you look like and are wearing in the photo

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Who took the photo?

---



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Please sign here if you are happy with the things on this form

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# Appendix (continued)



**OR**

If you are under the age of 18, please ask a parent or the person who is in charge of looking after you to sign here



If you are over 18 and cannot sign the form yourself, please ask another person to sign the form for you.



If you are signing the form for someone else, please tell us how you know the person you are signing for.

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Please now tell us how we can get in touch with you

---

---

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Your postcode \_\_\_\_\_



Your phone number

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We may use your photo for up to 5 years after the date it was taken. If you want us to stop using your photo at any time please write and tell us.

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Please now send this form back to

Creative services

Mencap

123 Golden Lane

London

EC1Y 0RT



Or email [creative.services@mencap.org.uk](mailto:creative.services@mencap.org.uk)



Thank you for your help

# Appendix (continued)

## Accessible video consent form



This form is to ask you if it is OK to make a video of you.



We want to make sure that you are happy to have a video made of you. We want to tell you how we will use the video.



Please read carefully what this allows Mencap to do. If you sign the form you are saying you are happy for Mencap to use your video.



1) The video of you will help Mencap show people what a learning disability is. Videos can help show what people with a learning disability can do. They can show the things that matter to people with a learning disability.



2) We might use your video in other things as well to help people understand what it is like to have a learning disability, like:) websites\*; videos; advertisements. They will be kept in our library for five years.



These videos may be changed from how they looked when they were first taken.

\*websites can be seen all over the world and not just in the UK, so UK law does not apply.



3) Mencap might lend your videos to other organisations. These organisations should be affiliated to Mencap, or have similar aims to Royal Mencap Society. They will be able to use the videos and change how they look but they must agree with Mencap how and where they will be used.

If you are happy with these things, please fill in the form on the next page.

# Appendix (continued)



## About the video

Please write your name:

---

Please write your age:

---



Please write the date the video was taken:

---



Please write where the video was taken:

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Please describe what you look like and are wearing in the video:

---

Name of video maker:

---



**What the video will be used for**



The video is going to be used in:

---

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and used on other projects for Royal Mencap Society and by other organisations. The video may be used on websites and other materials.



Please sign here if you agree to the above:

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**OR (please turn over)**

# Appendix (continued)



If the person is under the age of 18, please ask the parent or guardian to sign here:

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**OR**



If the person is aged 18 or over and cannot give consent, please sign here and state your relationship to the person in the photo:

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**Contact details:**

Address

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---

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Postcode

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Telephone

---

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Please note that videos will be used for up to five years after the date they were taken. If you want us to stop using your video at any time please write and tell us.



Please return this form to:

Creative services

Mencap

123 Golden Lane

London

EC1Y 0RT



Or email to: [creative.services@mencap.org.uk](mailto:creative.services@mencap.org.uk)



Thank you for your help

