

## The Imagination Museum: Mayflower Creative Care Packages



### Frequently Asked Questions

**I was due to be participating in The Imagination Museum: Mayflower 400 project during 2020, and therefore I have a code so that I can register for a free package.**

- **How many packages can I order?**

At the moment we're limiting them to one per participant/household, but if you're submitting a request on behalf of a class or a group we've created the option on the form to let us know how many packages you'll need for the whole class.

If you have already been in touch with us directly to arrange your order, you do not need to make a request via the form on the website.

- **Why do I need a code to register to receive a Care Package?**

This helps us to prioritise your request and also to keep track of how our offer is being taken up in the particular communities with which we're working for this project, so that we know all of the allocated packages are being used.

**I was not due to be participating in the Imagination Museum: Mayflower 400 project during 2020 – can I still order a Mayflower Creative Package?**

Yes you can! You just need to select the 'waiting list' option when you sign up.

**The first 20 requests** we receive from people who don't have a code to register (i.e. who weren't due to be participating in the project this year) **will receive a free package.**

After those first 20 packages are allocated, if we receive enough interest to do another print run, we will do so. Please note that it is therefore not guaranteed that we could send you a hard copy of the package – we would need to receive at least 300 requests in order to make another print run possible, and we will contact you if we're able to make this happen.

Please also note that there would be a cost if you wanted to order a package after we receive the first 20 requests – this would be £5 per package (including postage) or £4 per package if you are interested in ordering more than 30. The cost of much larger print runs could be negotiated on a case by case basis, so just get in touch ([katie@imaginationmuseum.co.uk](mailto:katie@imaginationmuseum.co.uk)) if you would like to talk about ordering more.

- **Why would there be a cost to me requesting a package?**

The emergency funding we have received to make this project happen only covers packages for the groups with which we should have been working in 2020, as they represent a way that we can continue staying in touch with those groups while the Imagination Museum: Mayflower 400 project has to be rescheduled.

However, you can engage with some of the materials the package contains [via our pdf of some of the package content here](#), and also via the videos on the care package page of our website here: [www.imaginationmuseum.co.uk/carepackage](http://www.imaginationmuseum.co.uk/carepackage) .

## **About the Mayflower and The Imagination Museum: Mayflower 400 project**

### **Where can I find out more about the story of the Mayflower?**

Please visit the Mayflower 400 website here: <https://www.mayflower400uk.org/> as good starting point linking to many other sources of information.

### **How can I make sure I hear more about the Imagination Museum: Mayflower 400 performances when they begin again in the future?**

If you have not already, please consider signing up to our general Imagination Museum list by scrolling down on our homepage here <https://imaginationmuseum.co.uk/>, or follow us on social media, via Facebook (<https://www.facebook.com/TheImaginationMuseum>), Twitter (<https://twitter.com/TIMdancemuseums>) and/or Instagram (<https://www.instagram.com/imaginationmuseum>).

## **Privacy and safety**

### **How will you store my address if I sign up to receive one of your Creative Care Packages?**

Please take a look at our [data management policy here](#) to find out more about how we will store/use the data you provide on your Care Package request form, and how to contact us if you would like us to make any changes. If you have any questions or would prefer us not to store your data in this way, contact [katie@imaginationmuseum.co.uk](mailto:katie@imaginationmuseum.co.uk) .

### **How will you use any photos I may post of my/my family's responses to the Creative Care Package online, or share via email or post?**

- We will add images to this designated webpage: [www.imaginationmuseum.co.uk/carepackage](http://www.imaginationmuseum.co.uk/carepackage)
- If posted on one of our social media networks we will also like/share content to our network
- Any original artwork sent by post will be photographed and added to our gallery here [www.imaginationmuseum.co.uk/carepackage](http://www.imaginationmuseum.co.uk/carepackage) and included in our travelling suitcase exhibition which tours with the live performances of The Imagination Museum: Mayflower 400. Please note that unless we are given instructions to do so, we will not be able to return any original artwork.

By sharing your images with us we will assume that you are happy for us to share them in these ways. Please make sure that you do not include images of children/vulnerable people in your pictures of your artwork unless you are happy for us to also share these with our networks. If we receive images of children/vulnerable people we will seek additional permission before adding them to our site.

Any movement videos of children's work you choose to share with us must be accompanied by written permission from an adult that we have permission to use/share these videos.

**What processes do you go through to make sure my Care Package is delivered safely through the post?**

When preparing your Care Package, we:

- clean the preparation area in advance using sanitising spray
- wear a face mask
- wear gloves

If members of the team preparing the Packages show any symptoms of COVID-19, they will of course not be allowed to engage in the activity and will seek a test, and self-isolate according to the guidance they are given. They will not be able to return to work on the project until they receive a negative test result.

In general we will be using standard mail services to send your package – please see the Royal Mail notices on their coronavirus measures here <https://www.royalmail.com/coronavirus>.

Please note that if you are unhappy about receiving your package through the post, we can arrange to send you a pdf of all the content, as well as passwords to unlock the additional video content if you are in one of our participating groups (i.e. you have a code from your teacher or local group leader).

**Is there anything I need to bear in mind when using any of the dance workshop videos on our Care Package page (for package recipients only)?**

Please bear in mind the following key safety notes:

- As we are not able to be physically present in the room with you when you are carrying out the activities, we ask you to take special care to make sure:
  - the space you are in is clear, and you move any obstacles to the side
  - you are wearing clothes/shoes that you feel comfortable moving in
  - you keep drinking water throughout the activity
  - you pause the video and rewind if needed to make sure that you are clear about what you are supposed to be doing

We cannot take responsibility for any trips or falls that may happen while you're carrying out the activity.

- Where the activity is being undertaken by a child or young person we ask that there is always an adult in the room with them to make sure they are working safely (and why not join in!).
- Please contact us if you would like to see a copy of our online safeguarding policy.
- Any movement videos of children's work you choose to share with us must be accompanied by written permission from an adult that we have permission to use/share these videos.

**Other questions**

### How long will it take for me to receive my package?

We will process your order as soon as we can after the 7<sup>th</sup> September 2020, but have some large orders to complete for our school partners, so please do accept our apologies if there is a delay. Please get in touch ([katie@imaginationmuseum.co.uk](mailto:katie@imaginationmuseum.co.uk)) if you want to check in about your request, as we will be able to provide more information as the project gets underway.

### How can I find out about any linked activities?

You can see short videos on the webpage here: [www.imaginationmuseum.co.uk/carepackage](http://www.imaginationmuseum.co.uk/carepackage) going into more detail about how you could respond to the tasks in the Creative Care Package.

When you receive your package/s, you will also be sent a link to unlock other content, including dance workshop videos related to the Care Package activities.

### Why can't I see all the videos?

There are two dance workshop videos which represent extension tasks to the main content of our Creative Care Packages and are only available to people receiving a hard copy of the package.

### General contact information

Please get in touch if the answer to your question isn't listed - [katie@imaginationmuseum.co.uk](mailto:katie@imaginationmuseum.co.uk).

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*The Imagination Museum: Creative Care Package Project is managed by [Made By Katie Green](#) as part of [The Imagination Museum: Mayflower 400 project](#) (a Spirit of Mayflower 400 project), and has been created collaboratively by choreographer Katie Green, writer Anna Selby, workshop designer Ruth Pigott and designers [Root Studio](#), with additional writing and consultation from Jo Loosemore. Evaluation by Elsa Urmston. It has been funded by the National Lottery through Arts Council England (Emergency Funding), West Lindsey District Council/Pilgrim Roots, and The Box, Plymouth.*

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