

# ***MINI-JAMBOREE***

## **How to Guide**

How to set up and run  
your own version of  
***Jamboree 2015***, an  
artist-led professional  
development event for  
**18 participants**

# About this guide:

This is a guide for artists or arts organisations who are interested in setting up effective, participant-built professional development for artists, curators and arts professionals via an intensive 3.5 day residential event. It is based on our experiences as [LOW PROFILE](#) in setting up and running **Jamboree** 2015 (with host organisation *Plymouth Art Centre*). Please read this document in tandem with the [Jamboree Principles](#) for guidance around how to approach making your event at every stage.

You are free to use this guide and information to plan your own events - we just ask that you credit [LOW PROFILE](#) / the **Jamboree** model using the following by-line when you run your own event using this model: *"This event uses an adapted version of [the Jamboree model](#) originated by [LOW PROFILE](#)."*

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# ***What MINI-JAMBOREE does:***

- Brings together a mix of practitioners who otherwise wouldn't normally meet
- Creates a programme that is more inclusive, non-hierarchical and welcoming - inviting practitioners with a range of practices & approaches to present their work and ideas
- Supports practitioners to form long-lasting, meaningful & productive relationships
- Strengthens local networks in the region events are held, whilst expanding and extending practitioners networks far past their own locality
- Gives organisations a practical way to pool and share resources, jointly develop talent and reach past the limitations of any individual organisation's networks

# **How MINI-JAMBOREE works:**

A group of 18 participants from 4 x different places are brought together for a 3.5 day (Thursday - Sunday) artist-led intensive, residential, professional development event. They present, discuss and work through areas of their practice, work, ideas and current concerns while sharing space, time, meals and accommodation together. The costs of the event are split and paid for by 4 x arts organisations working in partnership.

## **INGREDIENTS:**

- ➔ 1 x lead partner organisation to act as host venue and co-ordinator
- ➔ 3 x other partner organisations in other areas (note: work with the lead partner to identify and secure these partnerships)
- ➔ A team of 2-6 people to run the event
- ➔ Spaces at the venue (or nearby) for 18 x participants to sleep, eat and work over a 3.5 day period

# How **MINI-JAMBOREE** works:

## **METHOD:**

### **STEP 1: Find a lead/host partner & team**

Work with an arts organisation (local to you) to act as the lead partner for your **MINI-JAMBOREE**. They'll be acting as the host venue, providing you with some coordinator support, space and a small cash contribution to the project (see indicative budget for details). You'll also be asking them for help to find 3 other partner organisations to work with on this.

Make contact with someone at your local arts organisation who has a remit for artist or practitioner development. Helping you to set up **MINI-JAMBOREE** will help them fulfil their aims for developing talent in the local area / region - mention this when you first meet and share the [We Met At Jamboree impact document](#) with them to help them see the benefits!

As an artist or artists collective making **MINI-JAMBOREE** happen, for maximum benefit during the event you'll want to shift your role to become a participant, not the host. For this to be possible, you will need a team of people to help manage the running of the actual event and all logistics.

# How MINI-JAMBOREE works:

We suggest that for an event of this size this should include:

- **Event producer/coordinator/host** (ideally a salaried person from the lead/host partner organisation - they will look after getting everyone on-site, communication, liaison with participants etc)
- **Assistant producer** (someone to help out with on-the-ground support during the event, running errands, solving problems etc)
- **2 or 3 local stewards** - to help out with running Camp Shop, act as support/guides for the Walk & Talks for people who are unfamiliar with the area etc
- **2 or 3 people to act as "chefs" / hospitality team** (people who will look after food prep, cooking & washing up for everyone)

Ask your lead/host partner what they could offer to support these roles - perhaps they already have staff and/or volunteers who'd like to take these tasks on?

# How *MINI-JAMBOREE* works:

When choosing **your lead partner**, think about the following requirements you'll have in terms of **space & capacity**:

- Is there good access to toilets, showers & drinking water at the venue?
- Are the building and the spaces that you will use access friendly?
- Are there a minimum of two separate spaces for the *MINI-JAMBOREE* group of 18 participants to use throughout the 3.5 days of the event? (including evenings / night time use)
- Is there somewhere that could be used for (or repurposed as) overnight accommodation for 3 nights during the event?
- Is there access to some basic equipment that can be used during the event? (eg data projector, chairs & tables)
- Is there somewhere to store, prep and cook food at the venue?

# How MINI-JAMBOREE works:

- Does the organisation have a member of staff who can commit some of their paid time to support coordinating the event?
- BONUS: Does the organisation have an existing shop or 'front of house' that could host the Camp Shop during the event?

## **STEP 2: Work with your lead/host partner to identify 3 x other partner organisations**

Often arts organisations take a very 'solo' approach to supporting the development of creative practitioners in their areas. We know that by encouraging collaboration across different organisations in different geographical areas, practitioners have a far more rich experience - meeting and mingling with a mix of practitioners who they otherwise wouldn't normally meet.

You'll want to work with your lead/host partner organisation to find and contact 3 other organisations who would be interested in partnering up to support practitioners from their areas to attend. They'll be acting as bursary partners - making a cash contribution to the project (see budget) and helping to coordinate and



## **How MINI-JAMBOREE works:**

promote an open-call process in their area to find participants who'll benefit from attending **MINI-JAMBOREE**.

Again, you'll need to make sure you explain how **MINI-JAMBOREE** will help them fulfil their aims for developing talent in the local area / region. Our [We Met At Jamboree impact report](#) may come in handy again to help them see the clear benefits of this activity and why it is good value for money.

4 x artists will be supported to attend via each **MINI-JAMBOREE** partner (= 16 participants), leaving a space for up to 2 artists organising this activity to also attend and participate fully in the event (18 participants in total).

For **Jamboree 2015**, we worked with artist associate schemes linked to funded arts organisations in England, Scotland & Wales. You might already have a list of organisations that feel interesting to you? Or you could use *Arts Council England's* list of [National Portfolio Organisations](#) and/or advice from your [regional CVAN](#) to work out who to approach.

# How **MINI-JAMBOREE** works:

When choosing **your bursary partners**, think about the following things:

- What is the geographical spread of the 4 x organisations?
- Do they have a remit for / commitment to practitioner development?
- Will they have a budget for professional development that they can commit to **MINI-JAMBOREE**?
- Will they be able to promote and/or run an open-call for participants in their area?

## **STEP 3: Plan a skeleton programme**

A key feature of any **Jamboree** programme is that it is participant-built. The programme acts as a framework for participants to intervene in, take charge of, and 'own'. This means that all of the activities across the 3.5 day programme will be led and facilitated by the participants who attend. In this way, everyone has an opportunity to present, to listen, to share / test / percolate ideas, and to take part in other people's development (alongside their own).

# How **MINI-JAMBOREE** works:

We have identified some useful 'mix-and-match' formats that you can use to populate your own **MINI-JAMBOREE** programme and some examples for how these could fit into a 3.5 day schedule. These formats give participants a range of different ways to get to know each other, to learn new things and to mix in ways that are comfortable for them.

Here are the 6 suggested formats / programme strands:

**1. 20:20 Presentations** - Quickfire presentations by attendees introducing their arts practice and projects. 20:20 talks use the pecha kucha model (20 slides, 20 seconds per slide = 6.66mins total). All participants are invited to present a 20:20 talk. We suggest running 4 x 20:20 talks in a one hour slot or 6 x in a 1.5hr slot (7mins to present p/person, 5 mins questions p/person, 2mins changeover).

**2. Walks & Talks** - mobile discussion groups around key topics surrounding practice. Participants are invited to lead a Walk & Talk, selected via an open call (see **STEP 5** for

# How MINI-JAMBOREE works:

more details), on applicants knowledge of subject, relevance to practice, wider interest to others & ability to facilitate conversation.

**3. Communal Making workshops** - Artist-led practical sessions exploring an element of an artist's practice that benefits from communal making or participation. Participants are invited to lead a Communal Making workshop, selected via an open call (see **STEP 5**), on basis it supports their practice, is interesting to others & suitable in terms of logistics.

**4. 'Chat & Action' discussions** - themed critical discussion sessions engaging participants to think through current concerns in productive ways. Participants are invited to lead a 'Chat & Action' seminar selected via open call (see **STEP 5**), on ability to facilitate critical discussion around the subject & wider interest to others.

**5. Camp Shop** - selling small-scale affordable artworks/items. All participants are invited to bring items for sale during the weekend in a 'pop up' shop.

# How MINI-JAMBOREE works:

6. **Evening Live slots** - opportunity for attendees to show live work/sound/performance. x2 eve slots available, selected via open call (see **STEP 5**), on basis of previous experience, interest to others & logistics.

And some **Optional Extras** you might like to include:

- If an attendee has a particular interest in running an **additional morning session** before the core programme kicks off, you might choose to add this in. This should be something light and/or relaxing, that is easy to run, and people can opt in or out of. This might include things like: Morning Yoga, Swim Club, breakfast sightseeing etc.
- You might like to think about how you **invite other people into the weekend**. For example, maybe there is a social event or a film screening with other artists in the host location one evening? Or participants might want to join an existing event that happens locally? Or visit a local pub or special place of interest?

# How MINI-JAMBOREE works:

Please see the [Jamboree 2018 programme for more details & examples of activity.](#)

One key consideration for your outline programme is whether you want people to have a choice of activities (to do in smaller groups) or to insist that everyone attends all activities together (as one large group of 18).

At **Jamboree 2018** (where we brought 150 participants together), the [event schedule](#) ran like a music festival, where activities would overlap and run parallel to each other in different spaces. This meant that each participant could create their own route through the event and have different experiences. You may decide to take this approach, or you may prefer that everybody attends the programme together. **Please see example programme outlines in the appendix to get you started.**

When choosing and scheduling **your programme strands**, think about the following things:

- At what times is it most important that the whole group comes together? This might include meal times, or times for particular

# How **MINI-JAMBOREE** works:

presentations or activities. Plot these times into your programme schedule first and build out from these.

- How can you make sure that everyone who attends has the opportunity to deliver/lead part of the programme? This might happen through making sure everyone can have a 20:20 slot, or via another method.
- How can you make sure that you cater for a range of different people's access needs in your programme? And make sure it doesn't feel too intense or overwhelming? Some people feel most comfortable being able to move around, some like to be able to dip in and out of 'quiet' and 'loud' activities, some like to be doing something with their hands or bodies to help with concentration.

## **STEP 4: Set a date & start the open-call process**

Once you have secured your lead/host partner and 3 x bursary partner organisations, you can agree a date for your **MINI-JAMBOREE** to happen.

Once you have planned your outline / skeleton programme, you will know exactly how many

# How **MINI-JAMBOREE** works:

(and which type of) activity 'slots' are available to participants. This will help you describe the **MINI-JAMBOREE** event in your call out for participants.

You'll want to call on your lead/host partner for support to work with you to promote & administer an open call for participants via their organisation's networks and the 3 x other partner organisations' networks.

The open call for participants should outline:

- ➔ what your event is & why it might be exciting for people to attend
  - This might include details of the types of programme strands you'll include, the partner organisations that are involved etc
- ➔ who it is for / who is invited to apply
- ➔ selection criteria
  - Use this to clarify how you are going to make decisions on who will be allocated places at the event, and if there are specific things or people you want to support, so that applicants can clearly tell you how they fulfil these criteria



# How MINI-JAMBOREE works:

- a simple/straightforward & short application process
- the deadline date for applications

For us it is important that **Jamboree** events bring together a mix of practitioners, at various career stages and with different types of practices. You may, however, decide to make your event for a very focussed group - people who share a particular experience, challenges or desire to create a new community of practice. If so, make this clear in your "who it is for" info in the call out. Please refer to the [Jamboree Principles](#) for more guidance on the importance of removing geographic, economic and social barriers preventing artists, curators and other arts professionals from taking part.

Instead of reviewing applications, you may choose to use a first-come-first-served signup process, and by-pass the selection criteria altogether, allowing people to self-select - but then only the 'fastest' 4 x people from an area qualify. Alternatively, you could ask people to state simply how they fulfil the "who it is for" criteria (eg via tick box answers), and then enter all applicants into a

# How **MINI-JAMBOREE** works:

“lucky dip” to choose who gets to participate.

Each of these methods of decision-making have their own benefits and pitfalls, so think about which is most appropriate in your own situation.

When thinking about how you set up and manage your selection criteria and open-call process, it's important to think about:

- How best can you allocate spaces at the event in ways that are fair, inclusive and accountable?
- What information do you need to get a sense of each person's practice?
  - This might be a web link or a statement about their work and interests. You might ask people for their CV to see how long they have been working as a practitioner, and the types of experiences or opportunities they have had so far.
  - You might also want to find out about the difference that attending a **MINI-JAMBOREE** might make to each person's practice, or whether/how it offers them a

# How **MINI-JAMBOREE** works:

different experience that they wouldn't otherwise have access to.

- How will each individual benefit from attending? Will they be excited to meet the other participants who attend? And benefit from sharing their work with them and learning from their experiences?
- How can you make sure that your **MINI-JAMBOREE** brings together a mix of practitioners who otherwise wouldn't normally meet?
- In what ways are you actively removing geographic, economic and social barriers preventing artists, curators and other arts professionals from taking part in your **MINI-JAMBOREE**? Who is most or least likely to apply? What can you do to change this situation?

## **STEP 5: Programme scheduling, logistics & setup**

Once you have selected your participants, it's time to start filling the programme! When you get in touch with your selected participants, you'll need to ask them what types of activity they'd like to

## **How MINI-JAMBOREE works:**

contribute to the programme. Depending on how you have set up your skeleton programme in **STEP 3**, you will have differing numbers of 'slots' to fill, allocated to the 6 suggested formats / programme strands.

We recommend that everyone who attends your **MINI-JAMBOREE** should be showing or sharing their work in **at least one** of the slots during the programme (eg via 20:20 Presentations and/or Camp Shop). How you schedule the rest of the programme should be led by the interests of your selected participants (and the responses you get to the open call for contributed sessions).

Ask each participant to propose activities for the various programme strands that excite them, explaining how many slots will be available, what type of space or environment / tech you will have available for them to use, details of any materials budget you can offer and how you will make decisions about who gets to lead which sessions. This process should be as short and easy as possible, including:

- ➔ Title for the session
- ➔ 3 sentences describing the activity - this will become the "promotional copy" you use in

# How MINI-JAMBOREE works:

the programme

- Details of any materials or additional tech they might need to be able to run the session
- TIE-BREAKER: Why leading this session would be useful to them / their development? What do they hope to learn or test by running the session?

You will also want to ask your participants to provide information in advance about:

- Their dietary requirements & individual access needs
- If they are happy to do a 20:20 Presentation and if they'd like to bring work to sell in the Camp Shop

As you start to schedule your programme, make sure that you're not programming anyone to be in two spaces at once!! For example if someone is down to do a 20:20 Presentation in one space, they can't be leading a Walk & Talk at the same time. Also, think about how the different participants'

# **How MINI-JAMBOREE works:**

interests align with each other, and programme with this in mind to prevent too many clashes or difficult decisions about which activity someone might like to attend.

## **Food, hospitality, generosity:**

Alongside the core programme, communal meals and eating is really important to the event. We recommend that you simplify the menu and rule out as many dietary needs by providing a vegan menu. Save money by shopping in affordable supermarkets (!) and thinking smartly about the snacks & drinks you provide. Ensure that there are always snacks & drinks available & that people can help themselves.

## **Space & equipment:**

Check in again with your lead/host partner that all of the spaces you plan to use will be available and accessible to all of your participants. Once you have made your programme & selected all the open calls/programme strands you will need to work out what materials, equipment etc that you will need to provide. Your host venue should

## **How MINI-JAMBOREE works:**

help you manage this when possible. We advise that you provide artists with a materials budget for the communal making workshops & source the materials needed. Additionally you will need to gather other key materials/equipment (incl projector, speakers, laptop, paper, pens etc).

You will also want to set up a table, with simple ways to display items and a way to take / record sales (e.g a bumbag of cash, notebook and/or card machine) for the Camp Shop. This might be set up in the space you are using for **MINI-JAMBOREE** activities, or via an existing Front of House / Shop area at the venue. Make a clear agreement with the lead/host partner about how this area will be staffed and looked after, how sales will be made, payments will be processed, and how unsold items will be returned to participants and payments made to participants for all sales that happen. Try to negotiate that the host venue offers this service in-kind and does not take a cut of the sales/ profits.

### **Don't forget!**

- ➔ **Insurance** - is everything covered by the host/lead partner's insurance?

# How **MINI-JAMBOREE** works:

- ➔ **Health & Safety** - do you have to fill in any risk assessments, or do any specific H&S checks?
- ➔ **Evaluation** - how are you going to find out what people have gained from **MINI-JAMBOREE**, how well you are hitting the aims you have set for the event, and what the experience has been like for attendees?
- ➔ **How to manage cashflow & making payments** - will all of this be covered by the host/lead partner? Do they need you or the participants to submit info in particular ways (eg invoices, photos of receipts etc)? Will you need access to some of the budget up front (to cover travel, or other payments)? If so, how will this be managed. If possible, you want to avoid asking the participants attending the event to pay out for their own travel/costs as it might take a while for claims to be processed.
- ➔ **Documentation** - is there someone who can photograph the event? How will it be recorded and/or shared in different ways (inc social media, online etc).



# How MINI-JAMBOREE works:

## STEP 6: Send out information to your participants & run the event!

It's important to give your participants as much advance information as possible so they know what to bring and what to expect, this might include:

- The full event programme (with timings & arrival info)
- Participants list - with weblinks & social media contacts for everyone who will attend
- Kit/packing list - so people know what they need to bring with them / what will be provided
- Details about how to get to the host venue (inc postcode) and all the details they'll need about accessibility of the venue, parking etc.
- Details about the food & catering
- A contact phone number for people to call if anything goes wrong on their way to the venue, or if they get lost, or have any last minute questions!

## ***How MINI-JAMBOREE works:***

By this point you will probably be pretty excited about welcoming everyone to ***MINI-JAMBOREE!!***

We hope you have a great time and everything goes really well.

Be sure to send us some photos via **@hellolowprofile** on Instagram & by email at **hellolowprofile@gmail.com**.

# Appendix

## Appendix -

1. Example Programme #1 - Everyone attends everything

2. Example Programme #2 - Participants choose their own route

3. Example Budget

# Credits

## *Mini-Jamboree: How To Guide*

**Jamboree** is devised & curated by LOW PROFILE  
[we-are-low-profile.com](http://we-are-low-profile.com)  
[artistsjamboree.uk](http://artistsjamboree.uk)

Designed by Conway and Young  
[conwayandyoung.com](http://conwayandyoung.com)

Typeset in strokeWeight

