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| **Fun Palaces 2020**  **Sat 3 + Sun 4 Oct**  Sign Up Form |  |

Please complete and return this form if you wish to run a session as part of our Fun Palaces weekend 2020. Please make sure you read and understand all the important information within the brief below before sending this form back to us. If you have any questions, contact [creativelearning@horsecross.co.uk](mailto:creativelearning@horsecross.co.uk)

There are two ways you can run an activity as part of Fun Palaces this year.

1. You can run an online activity on Saturday 3 October. These activities will take place as Zoom webinars. You will need a computer, tablet or mobile phone with a camera and will need to have the Zoom app installed. You will not be able to see or hear any of people who are participating in the activity you are running; but they will all be able to see and hear you. We will set up and manage the Zoom event for you.
2. You can run a socially distanced live event on Saturday 3 or Sunday 4 October. Visit <https://funpalaces.co.uk/1000-tiny/safety-covid-19/> for advice on how to run a safe event in line with the Scottish government’s COVID-19 guidelines.

We’ll promote all the activities on our website and social media accounts, but you can promote your own activities too. Connect with us on Facebook, Twitter and Instagram; and visit the Fun Palaces website to access invitations you can share with family, friends and the wider community.

Contact Details

Please let us know you’re contact details so we can keep you up to date with the Fun Palaces plans. Your contact details will not be shared with anyone else.

**Name: ­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Email address: ­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

(or your parent/guardian’s email address if you’re under 16)

**Contact Number: ­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

(or your parent/guardian’s number if you’re under 16)

**Are you over the age of 16 years?**

Yes ☐                     No☐ (if no, you must have a parent/guardian email their consent on your behalf)

Activity Details

Please tell us about the activity you are planning to run as part of Fun Palaces. **Please note: the following information will be shared on the Horsecross website.**

**Name: ­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

(this could just be your first name, your initials, or a name you would like to go by)

**Location: ­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

(tell us the town you will run your activity from; or the specific location if it’s a live event)

**What activity will you be running as part of Fun Palace 2020?**

**Title for your Fun Palace Activity: ­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Description of the activity in no more than 50 words:**

**Length of your activity: ­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

(your activity can run any length of time from 5 minutes to 30 minutes)

**Do people need to have any materials in order to participate in your activity? List the materials here:**

**For those running socially distanced live events only**

**When will your activity take place?** (Please tick all that apply)

* Saturday 3rd October at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ AM/PM
* Sunday 4th October at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ AM/PM

**For those running activities as part of our Zoom Palace only**

**Which times are you available on Saturday 3rd October to run your activity online?** (Please tick all that apply, and we’ll get back to you with a specific timeslot.)

* 10-11am
* 11am-12pm
* 12pm-1pm
* 1pm-2pm
* 2pm-3pm
* 3pm-4pm
* 4pm-5pm
* 5pm-6pm
* 6pm-7pm

**Do you understand that the information provided in the Activity Details section of this form will be shared on the Horsecross Arts website?**

Yes ☐                     No☐

**Please return your completed form to:** [**CreativeLearning@horsecross.co.uk**](mailto:CreativeLearning@horsecross.co.uk)