

**STARTER KIT**

# INSTANT PING PONG

TURN ANY TABLE INTO A PING PONG TABLE





# ABOUT THE PROJECT

Do you like Ping Pong but you don't have space for a full table? Would you like to invite your neighbours around for a game?

This Starter Kit contains 5 Instant Ping Pong sets from Table Tennis England, which includes a simple roll net you can attach to almost any table so anywhere you have an empty desk or table, you can play!

Ping Pong is a great game for all ages and abilities so anyone on your street can grab a paddle - play indoors or on a foldable table outdoors if the weather is good.

Do you know a space near your street where you can keep a full Ping Pong Table?

Do you know at least 10 neighbours who would like to start playing together?

You can apply for a full sized table and start playing and holding fun competitions on your street!



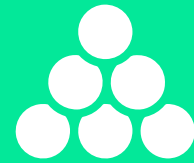


# WHAT'S IN THE KIT



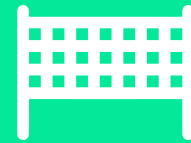
20

BATS



100

BALLS



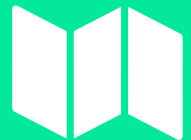
5

PING PONG  
NETS



5

PING IN THE  
COMMUNITY  
MANUALS



PROMOTIONAL  
MATERIALS



SUPPORT



WORKSHOP  
& TRAINING



INSURANCE

# WORKSHOPS & NETWORKS

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

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

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

## HOW TO ORGANISE TOMORROW TODAY STREET

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

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



## HOW WE WORK

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



## DIGITAL BRIEFINGS

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





## INTRODUCING INSTANT PING PONG

In this workshop, we will go through the Instant Ping Pong Starter Kit and discuss fun and inclusive ways for you and your neighbours to play. We will talk about different types of games and tips that can help everyone start playing Ping Pong on your street!



## PLANNING YOUR INSTANT PING PONG SESSION

Join in with this workshop to find out everything about how to organise your own Instant Ping Pong sessions with your neighbours. We will share some simple tips on how to choose and set up a table, how to choose a game and keep score, as well as how to promote your sessions on your street too.

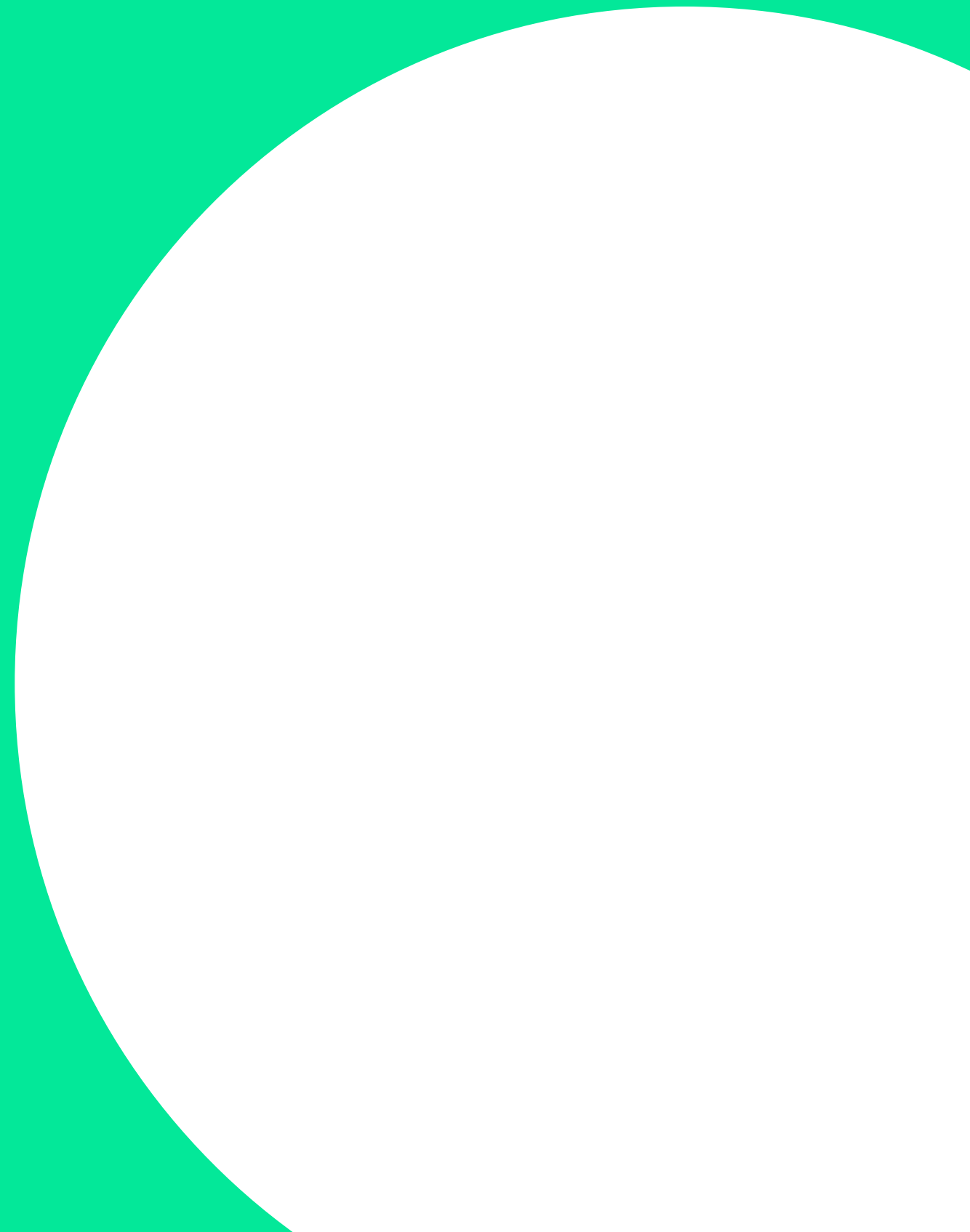


## GAME DAY!

In this workshop, we will have a closer look at different games and game styles that you and your neighbours can enjoy with different sized groups. This will include a demonstration of these different types of games and examples of ways to get more of your neighbours involved in as many games as possible.



# THE BIGGER PICTURE





# ABOUT EVERY ONE EVERY DAY

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

## WHAT IS EVERY ONE EVERY DAY ABOUT?

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

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

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

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

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

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

## HOW DOES EVERY ONE EVERY DAY WORK?

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

These projects include:

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





# HOW IT WORKS



1

APPLY  
TO BECOME A  
TOMORROW  
TODAY STREET  
WITH A  
SIMPLE FORM

2

TALK TO THE  
TEAM ABOUT  
HOW THE  
PROJECT  
WORKS

3

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

4

CREATE  
CONTACT  
LISTS  
THROUGH  
FLYERS AND  
POSTERS

5

START  
WORKING ON  
3 PROJECTS  
WHEN THEY  
ARRIVE

6

ONLINE  
ACCREDITED  
TRAINING FOR  
YOUR TEAMS

7

LAUNCH  
STREET PARTY

8

HOLD  
WORKSHOPS  
WITH  
NEIGHBOURS  
TO SURFACE  
SKILLS AND  
IDEAS

9

CHOOSE  
FROM 21  
OTHER  
PROJECTS  
WITH YOUR 20  
POINTS

10

LEARN  
WITH OTHER  
TOMORROW  
TODAY  
STREETS





# INCLUSIVE PRINCIPLES

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

1

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

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

2

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

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

3

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

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

4

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

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

5

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

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

6

**SUPPORT FROM  
EVERY ONE  
EVERY DAY**

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



# BIG TEAMING ON YOUR STREET

Every person on your street has something amazing they can contribute to making your Tomorrow Today Street wonderful! Big teaming is a different way of working, the aim is to get as many people in your street benefiting and contributing from these practical projects as soon you can.

Often with neighbourhood projects committees are established to control and direct activity. This is mostly done because small groups may be managing money and some kind of governance is required. Working through committees often leaves people working on them exhausted, it can slow things down, and make it hard to move things from talking to action and cause people to lose interest.

The Tomorrow Today Street project is set up so that people can get things done and done quickly, not wasting any precious enthusiasm.

The Starter Kits come complete with equipment, materials, insurance and support so there is no need for governance around money in the usual way.

The aim of big teaming is to allow smaller groups of people to collaborate together on individual projects that engage their skills and ideas and fit within their daily life. For example 4 people may come together to start a bread making project like Loaf — that bakes regularly and shares this bread with neighbours. Another set of neighbours may come together to plant and look after an orchard, share the harvest or arrange jam making. A group of parents may collaborate to start a walking bus.

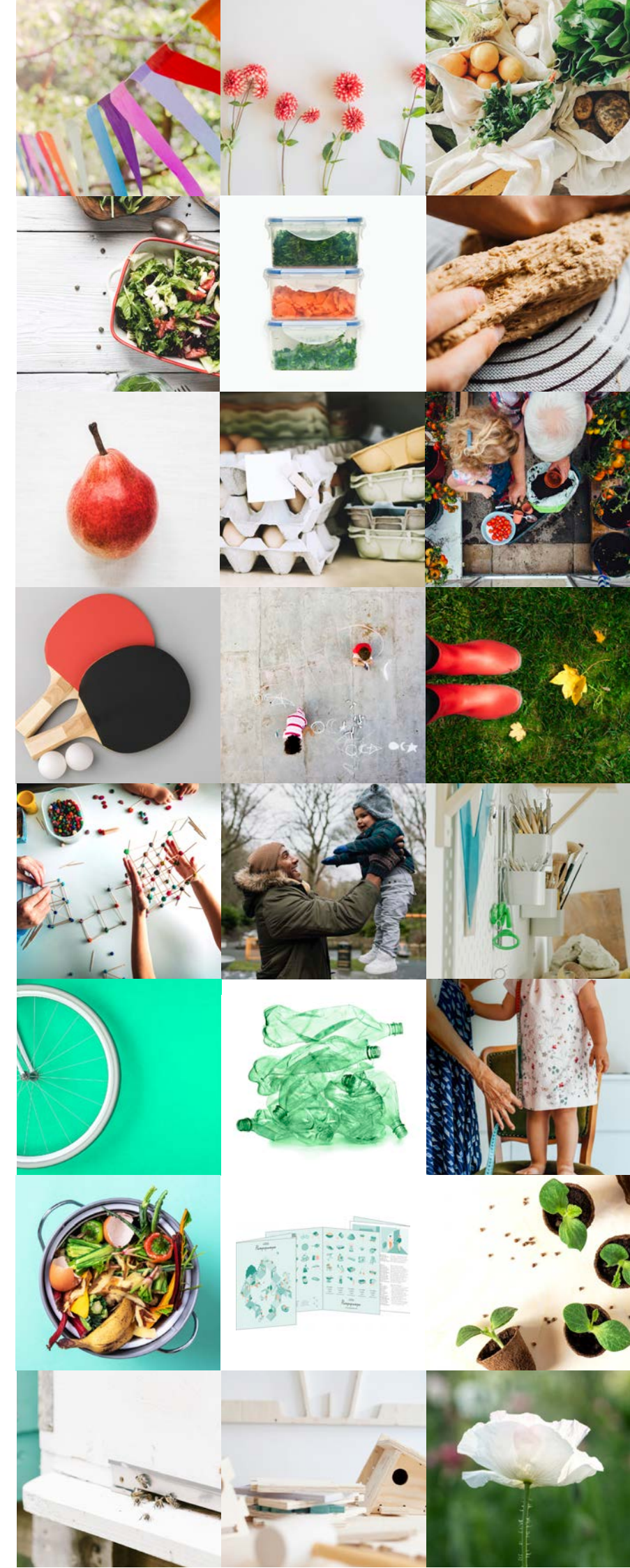
As the teams and projects grow - many people will participate and be involved, get to know their neighbours and share ideas, food, skills and friendships.

Every Tomorrow Today Street has automatic projects which will help neighbours get to know one another better. Decisions will

need to be made about which other projects will be chosen for your street.

A Every One Every Day team will arrange a workshop for your street where this can be discussed and projects chosen. Importantly, skills and enthusiasms will need to be gathered from people who attend the workshop and those who couldn't make it.

If three people come forward during this process and want to start one of the projects together, all efforts should be made to make this happen as quickly as possible.





# TOOLS TO ACT



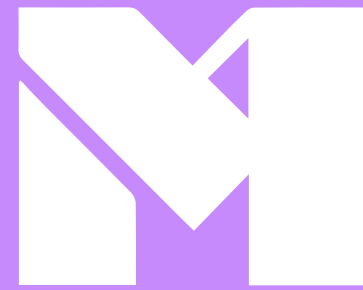


# DIGITAL TOOLS

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

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

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



## MIGHTY NETWORK

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



## WHATSAPP

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



## INSTAGRAM

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



## MONDAY.COM

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



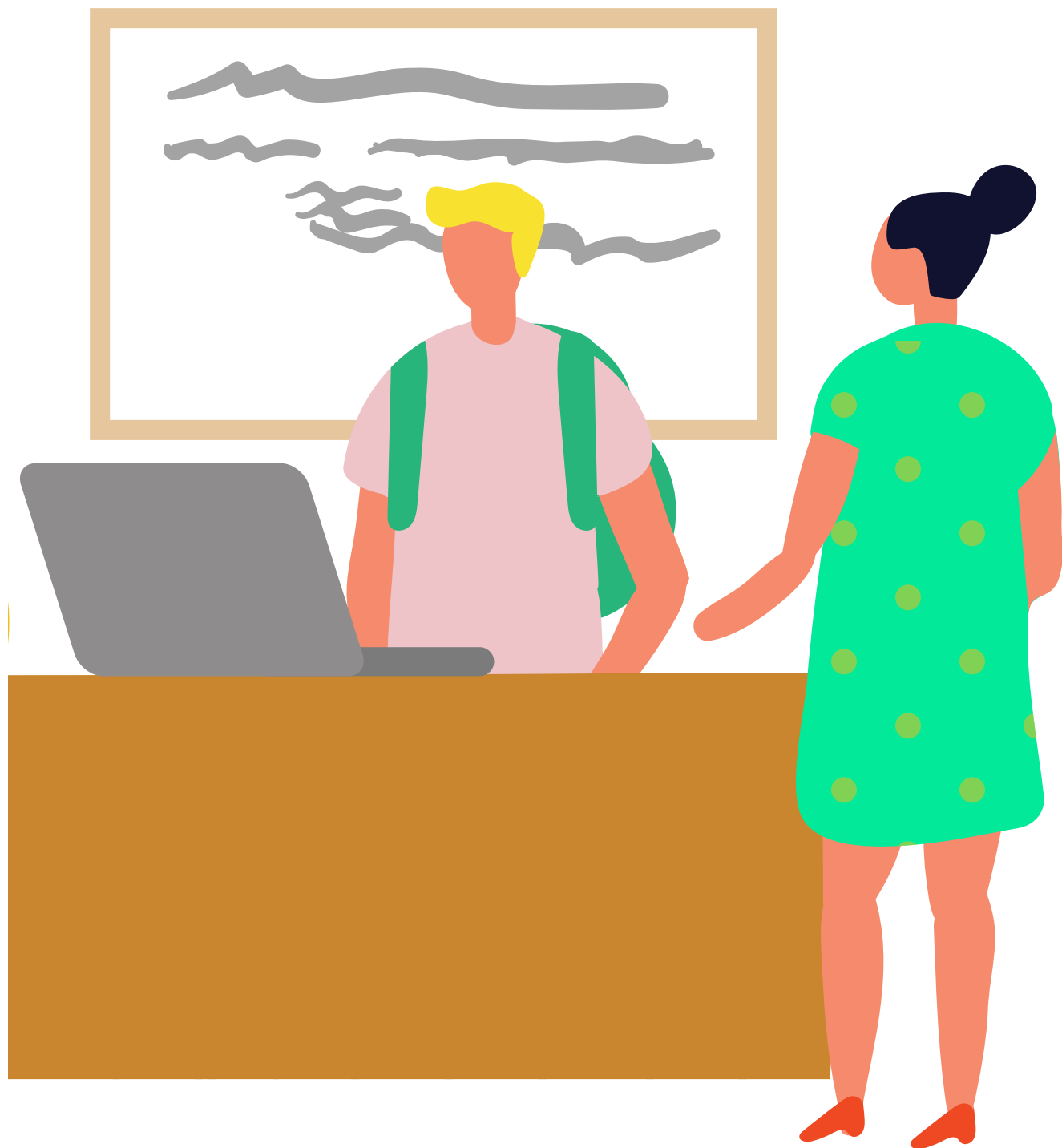
## MURAL

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



# RESEARCH

SHARE THE STORY OF YOUR STREET



## BECOMING A MEMBER OF EVERY ONE EVERY DAY

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

## INTERESTING RESEARCH ROLES

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

- Who would like to host a Ping Pong game?
- How often are there Ping Pong games being played?
- What type of games are being played? (e.g. tournaments, one on one, Ping Pong circles, etc)
- How many neighbours come back to play again?
- How many new neighbours join in each week/month?
- Were there any interesting quotes from the Ping Pong games played?
- How many new neighbours has everyone met since starting the project?

## EVERY ONE EVERY DAY PRIVACY POLICY

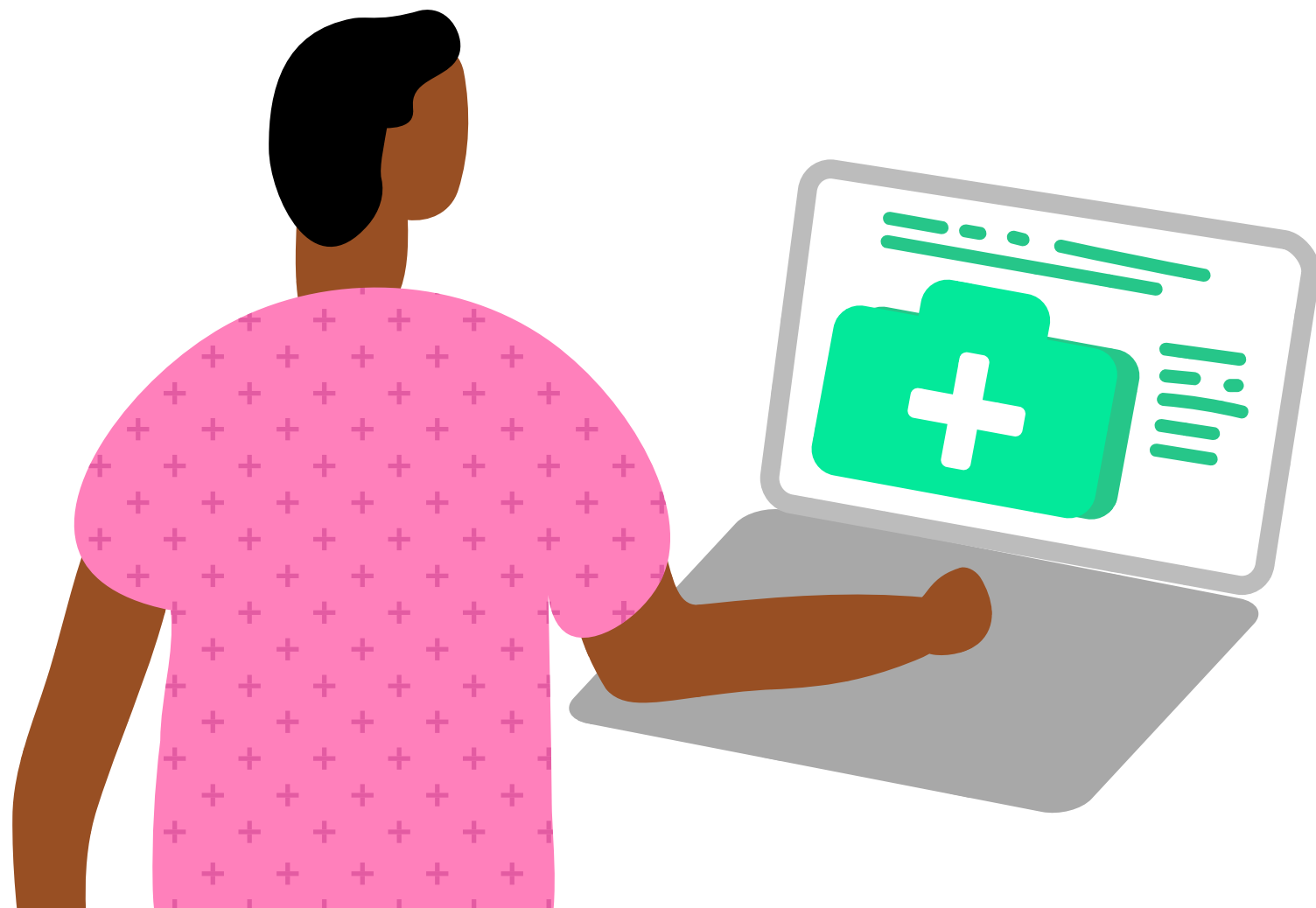
Download and share the privacy policy with neighbours taking part in sessions so they know exactly how their information will be used.



# HEALTH & SAFETY

To ensure the safety of everyone, we ask that residents running Instant Ping Pong have certain training prior to the event. This is to align to our insurance policy - just incase!

There are a range of online and classroom training options available, for anyone starting the Instant Ping Pong Project. It's important everyone does what they can to make sure everyone is safe while having fun together. It might be worth considering the following:



**FIRST AID  
TRAINING**

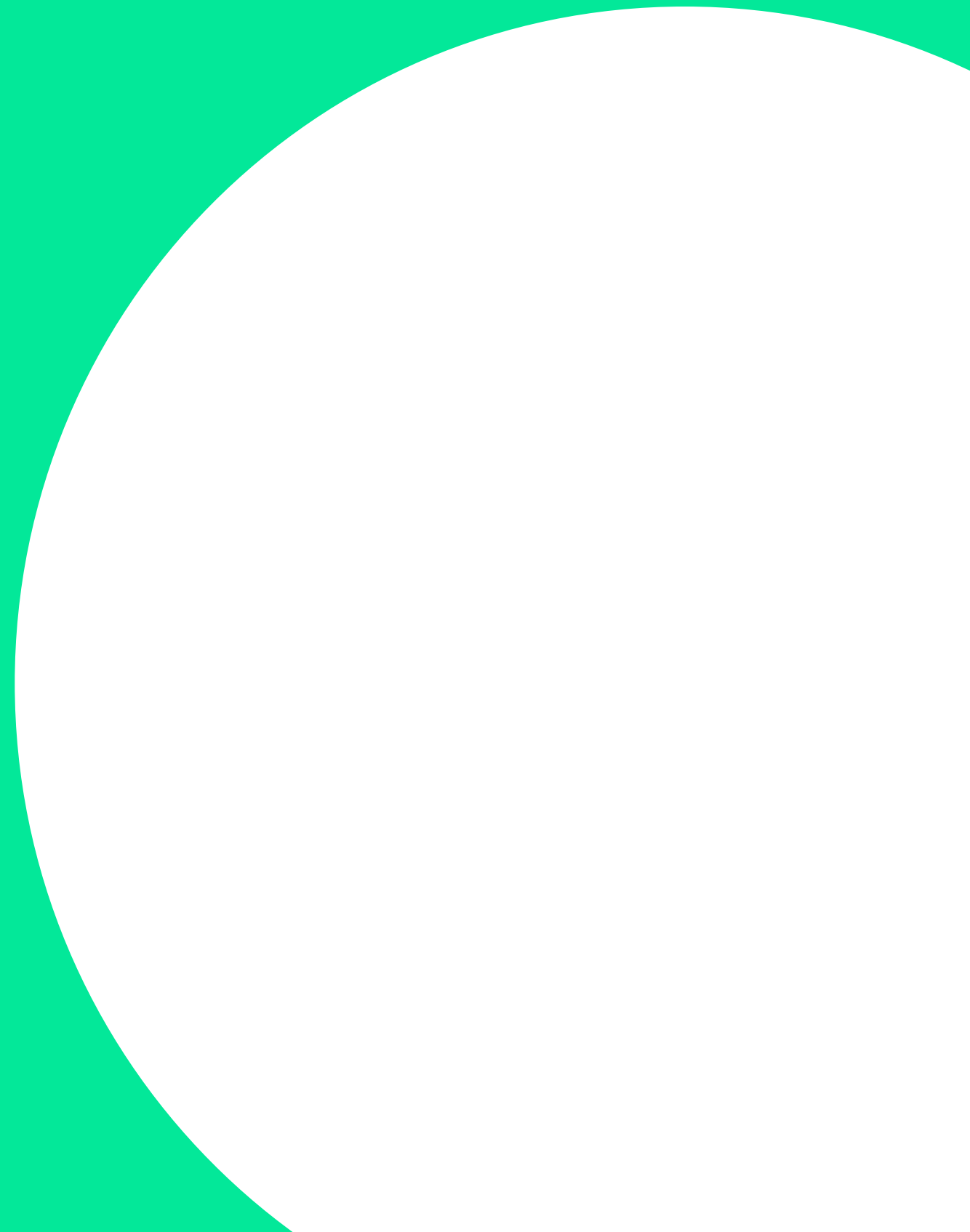
**SAFEGUARDING  
CHILDREN**

**SAFEGUARDING  
VULNERABLE  
ADULTS**

**MENTAL HEALTH  
AWARENESS  
TRAINING**



# GETTING NEIGHBOURS INVOLVED



# ROLES IN YOUR STREET

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

## TEA MAKER

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

## MEETER & GREETER

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

## PHOTOGRAPHER

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



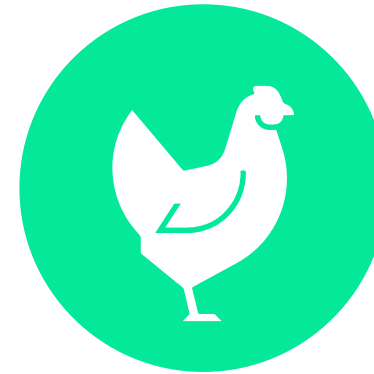
**GAMES MASTER  
(HEAD OF GAMES)**



**BEE  
BUDDY**



**STORYTELLER**



**CHICKEN  
WHISPERER**



**FIRST  
AIDER**



**PING PONG  
PLAYER**



**SHOPPER**



**WASHER  
UPPER**



**COOK**





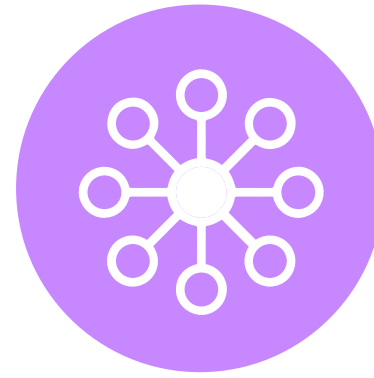
PHOTOGRAPHER



NATURE  
LOVER



TEA  
MAKER



CONNECTOR



RECYCLER



COMPOSTER



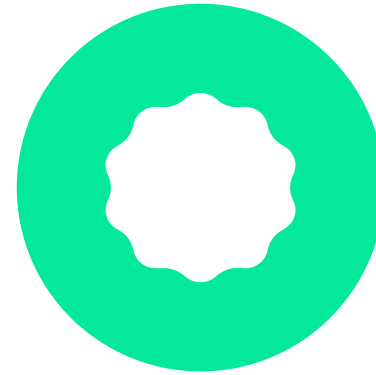
MEETER &  
GREETER



CLOTHES  
MENDER



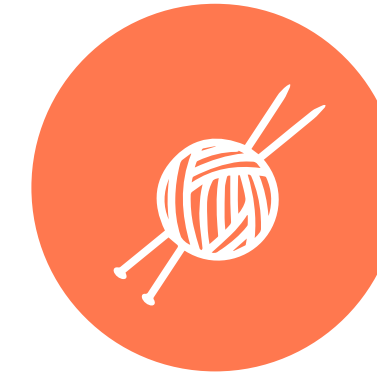
FILM  
MAKER



BADGE  
MAKER



BAKER



KNITTER



WRITER



DIY  
EXPERT



RESEARCHER



DOG  
WALKER



LISTENER



MAKER

# HOW TO COMMUNICATE

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

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

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

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

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

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



## WHATSAPP

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

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

## LEAFLETS, POSTERS & NEWSPAPERS

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

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

## FACEBOOK

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

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

## NEXT DOOR APP

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



# GETTING OTHER PEOPLE INVOLVED

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

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

## BUDDY UP

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



## MEETINGS

It's very easy for meetings to become a bit tiresome! But residents have developed all sorts of ways of keeping meetings light and efficient. They remain a great way of checking in, supporting each other and making group decisions to get things done!

- Set a time and try to stick to it.
- At the start of your meeting decide as a group what you want to discuss but leave space at the end for comments.
- Take it in turns keeping notes.
- If there is time prepare refreshments together.
- Bring inspirational prompts, you can even use music.

Remember this is a group project so we'll help to ensure no residents are left in a position whereby they're having to take on control of group decision-making and that opportunities are spread equally through the group.

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



## WELCOME TO THE NEIGHBOURHOOD

**INSTANT PING PONG**

BRING OUT THE PING PONG KITS

+

**NEIGHBOURLY PROJECT**

INVITE YOUR NEIGHBOURS

+

**TRADE SCHOOL**

HOLD FUN SPORT SESSION



## PING PONG PARTY

**INSTANT PING PONG**

BRING OUT THE PING PONG KITS

+

**GREAT COOK**

HEALTHY SNACKS

+

**PLAY STREET**

MORE GAMES! BALLS, SKIPPING ROPES.



# PROMOTIONAL MATERIALS

THESE BRIGHT AND COLOURFUL LEAFLETS AND POSTERS WILL HELP YOU GET YOUR NEIGHBOURS EXCITED AND LET THEM KNOW THEIR ROAD IS ABOUT TO BECOME A TOMORROW TODAY STREET!

## INDOOR & OUTDOOR POSTERS

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

## LEAFLETS

Pop these leaflets through your neighbours door.

## NEWSPAPERS

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

## CONTACT CARDS

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



# OTHER MATERIALS

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

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

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

## THIS KITS INCLUDES:

- Poster & Leaflet - Turn Any Table Into an Instant Ping Pong Table! - Join your street teams Instant Ping Pong Project now!
- Poster 2 & Leaflet 2 - We Are Organising an Instant Ping Pong session - Whether you've never played before and would like to learn, or have played before and would like to enjoy a fun game with your neighbours, come along and join in!

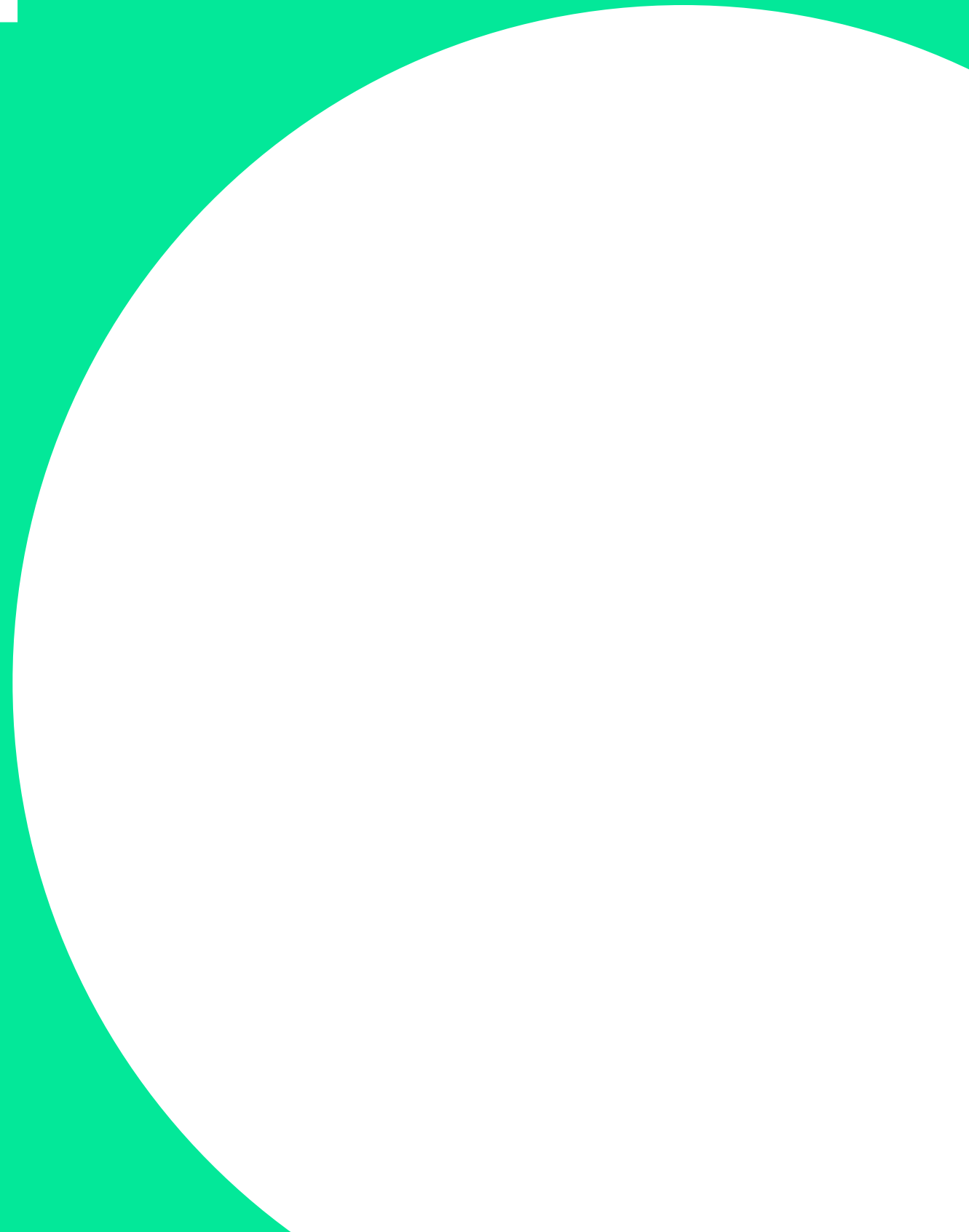
## WE SUGGEST:

- 6 weeks prior - Posters for people to help organise and set meeting times/places.
- 6 weeks prior - Leaflets to invite people to organise.
- 2 weeks prior - Leaflets to promote the day.
- 1 week prior - Laminated posters for the area.





# HOW WILL THIS WORK ON STREET

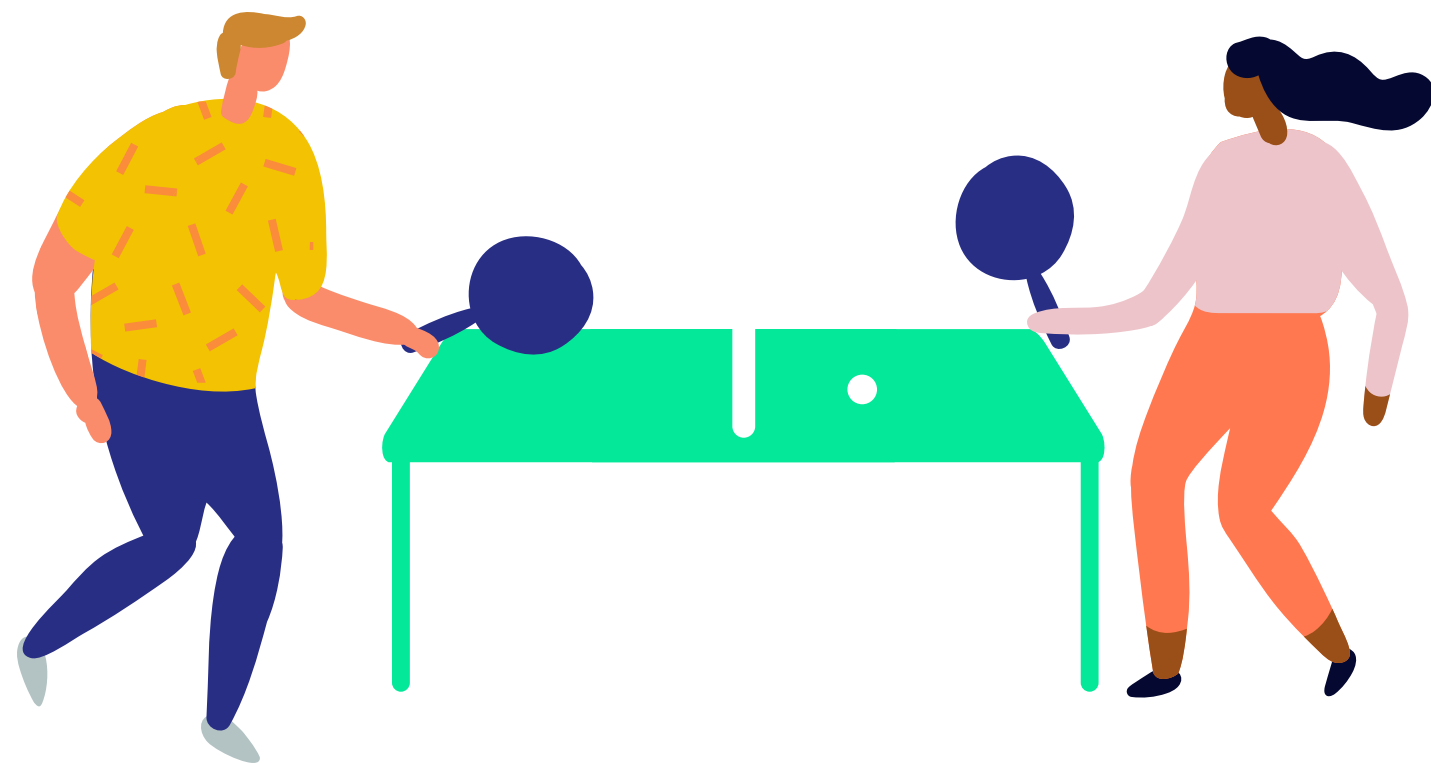


# EXAMPLES OF GAMES

This Starter Kit will contain the items you need to turn any table into a Ping Pong table. Once your table is set up, you can play one of many types of games with your starter kit.

## CHECK OUT

[www.keepintheLOOP.uk/games-and-competition-formats/](http://www.keepintheLOOP.uk/games-and-competition-formats/) to find even more games you can play on your street!



## ROUND THE TABLE

An active game of Ping Pong with players hitting the ball and moving to the other side of the table. Players start with a set number of lives and lose lives if they miss the ball or if they miss the table.

- Form two queues (even numbers as possible) at each end of the table – up to six players at each end.
- Player whose end has the most players starts the game with a simple serve, the player then runs around the table to join the queue at the other end.
- First player at the other end returns the ball and then runs around the table to join the queue at the other end.
- Play is continuous with one hit per player as players run around the table until a mistake is made.
- Player who makes a mistake loses a 'life'. Start with three lives; players are eliminated when they lose all three lives.
- When only two players remain, play one 'normal' point to determine the winner.

## SINGLES AND DOUBLES

The aim of the game is simple; hit the ball over the net onto your opponent's side. A point is won by you if your opponent is unable to return the ball to your side of the table (e.g. they miss the ball, they hit the ball but it misses your side of the table, or the ball hits the net), or if they hit the ball before it bounces on their side of the table. This can be played as a singles game (two players playing against each other) or as a doubles game (two teams of two players playing against each other).



# INSTANT PING PONG SETS

As long as the Covid-19 pandemic continues, it is important to respect social-distancing to keep everyone safe. Table Tennis England have given some quick guidelines to help you plan for a safe and socially distant game of ping pong.

As part of the 50 instant kits given by our partner Ping, you will find two posters in the Starter Kit to put up and use when you organise sessions or events with your neighbours during this time. Make sure that everyone understands and follows the guidelines throughout the game!



# ENJOY THE PROJECT

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

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