

STARTER KIT

# OPEN TABLE

A POTLUCK MEAL MADE BY MANY





# ABOUT THE PROJECT

Open Table is a time for nice conversations for nice conversation and connection over food.

The idea is that neighbours come together to share a meal and everyone contributes something. People can bring snacks, a side, a main, a dessert or a drink and all together it becomes a delicious feast between neighbours!

You can have the meal inside your home or garden, a local community space, one of the Every One Every Day shops or even better, if the weather's nice, why not put out tables on the street and have a meal outside?!

Everyone is welcome to take part in the meal but can also help to set up and tidy up.

Leading up to the Open Table you can get together and make bunting, table decorations and place settings to create a beautiful atmosphere!

This Starter Kit will take you through all the things you might need to think about to host your own Open Table and will provide guidance on how to make it happen! We'll go through the things you may need, what's already provided, how to secure a place to have the event as well as tips for documenting how it goes.





# WHAT'S IN THE KIT



1

DRINK  
DISPENSER



6

SERVING  
BOWLS



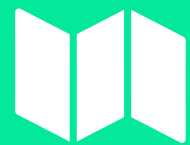
120

PLATES  
& CUPS



60

SETS OF  
CUTLERY



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.





## OPEN TABLE INTRODUCTION

Join this workshop to find out all the information and inspiration you need to start your own Open Table. You will get a look at what's included in the Starter Kit and look at different ways of getting your neighbours involved.



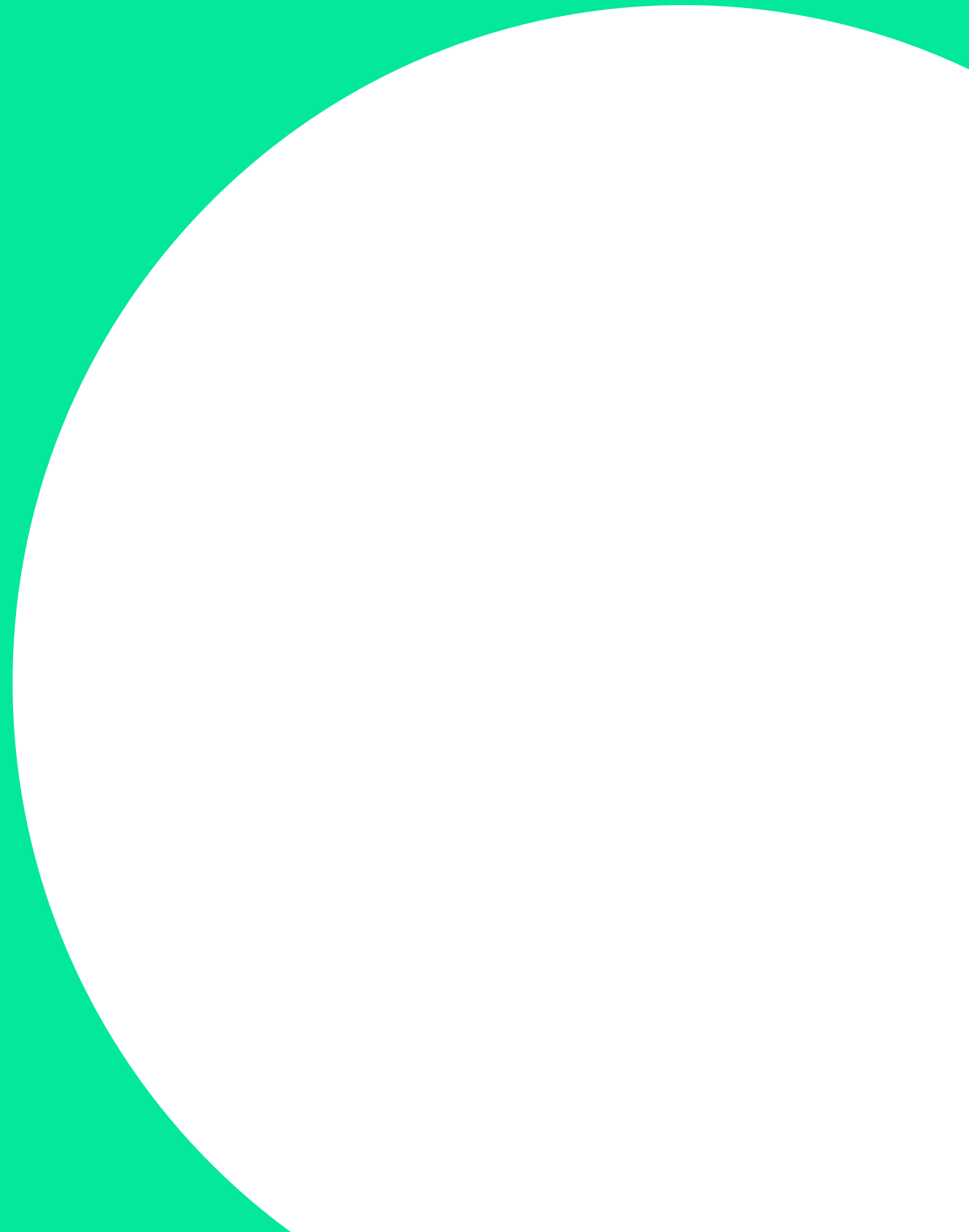
## CATERING FOR EVERYONE

In this workshop we'll discuss how to make a Open Table that everyone can enjoy. We'll talk about the things that we need to think about when deciding what food to have, and how to make an event which is accessible for all.





# 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





# 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.

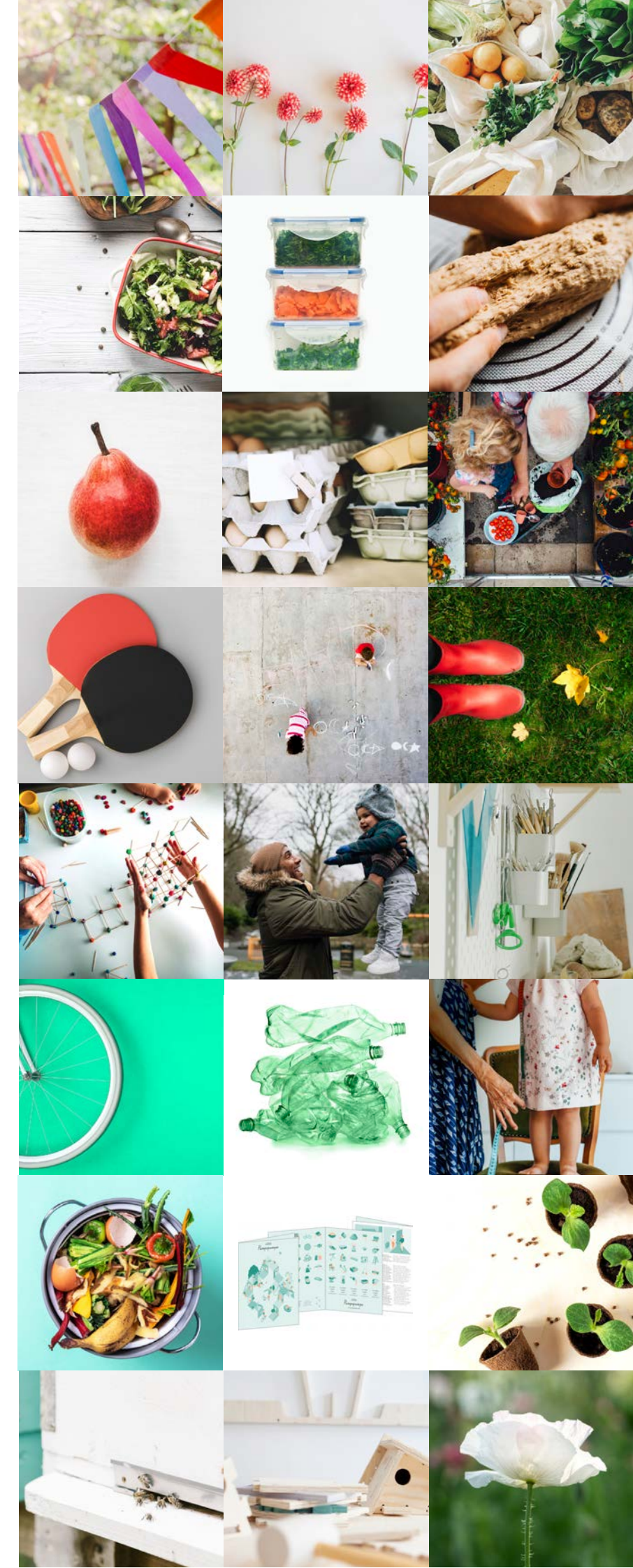
As the teams and projects grow - many people will participate and be involved, get to know their neighbours and share ideas, food, skills and friendships.

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.

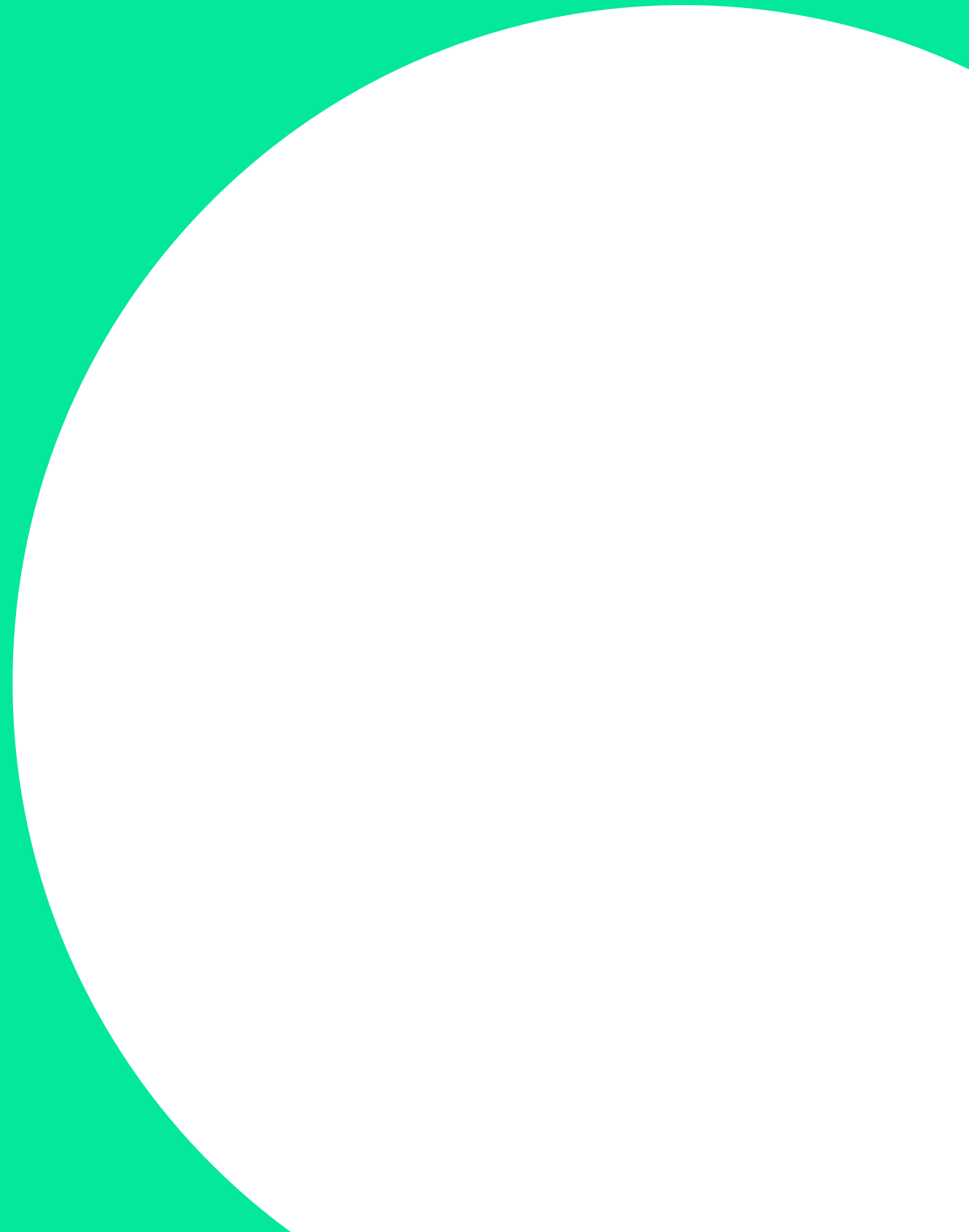
A Every One Every Day team will arrange a workshop for your street where this can be discussed and projects chosen. Importantly, skills and enthusiasms will need to be gathered from people who attend the workshop and those who couldn't make it.

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



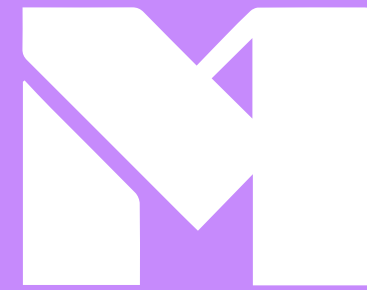


# DIGITAL TOOLS

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.



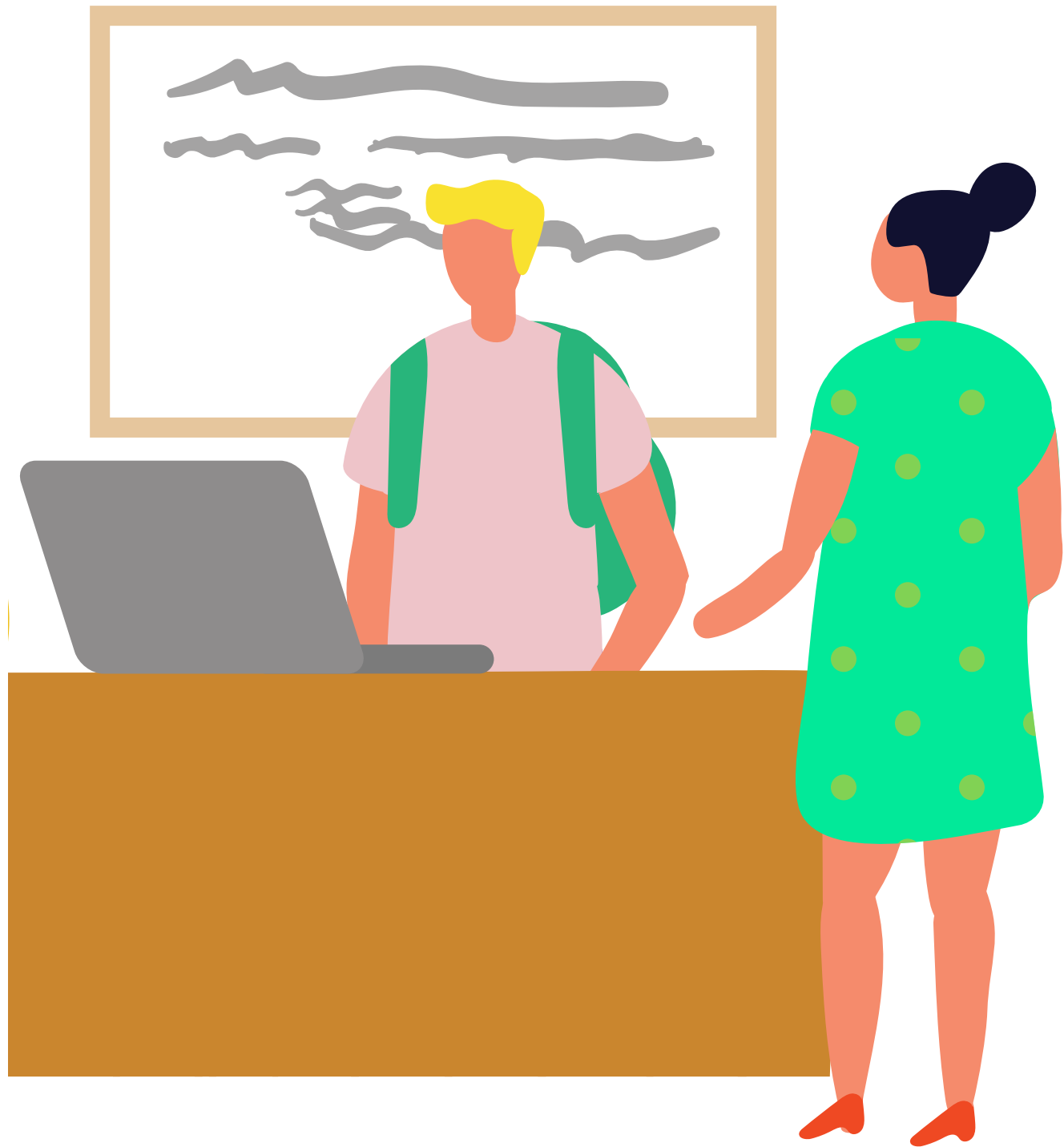
## MURAL

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.

- Number of adults who attended and their names?
- Number of children who attended?
- How many dishes were shared?
- The overall feel of the event?
- How did people find out about the event?
- Anything else exciting that happens?
- What could we do better next time?

**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

Did you know that there are 14 official allergens? By law, they must be written on any packaged food to keep people safe. People also have different types of diet. It's important to make sure that you make clear labels so it's easy for the right people to get the right food. Most people suffering from allergic reactions or following a specific diet will know what types of food are not suitable for them, so the most important thing is that everything on the table is labelled. Simply writing the name of the food and where it came from will let your friends and neighbours know what they can eat.

## ALLERGENS

Labelling allergens is also really important. Fortunately for us, food shops are already a step ahead, and the information is easy to find on packets and labels. Even if you're preparing food, it's easy enough to jot down the allergens in each of the products used so that everyone is aware of what's inside (allergens are listed in bold on the ingredients list).

## SPECIAL DIETS

Allergens are the most important thing to consider, because of the potential to do harm to health, but make sure to think about the other common diets that people follow:

- **Vegetarian:** No meat or fish, this includes chicken and all types of seafood.
- **Vegan:** No meat or animal products, this includes eggs, dairy products and honey.
- **Halal & Kosher:** Certain types of meat must be prepared in specific ways, and certain products cannot be mixed, like pork and dairy.

Packaging normally lets you know if an item follows one of these diets, but a quick scan of the ingredients can confirm. If you're not used to identifying food based on specific diets, ask someone on your street for help.



## COMMON ALLERGENS

- LINSEED
- SESAME SEED
- PEACH
- BANANA
- AVOCADO
- KIWI FRUIT
- PASSION FRUIT
- CELERY
- GARLIC
- MUSTARD SEEDS
- ANISEED
- CHAMOMILE
- COW'S MILK
- EGGS
- TREE NUTS
- PEANUTS
- SHELLFISH
- WHEAT
- SOY
- FISH

## COMMON INTOLERANCES

- DAIRY
- GLUTEN
- TRITICALE
- CAFFEINE
- SALICYLATESAMINES
- FODMAPS
- SULFITES
- FRUCTOSE



# LABELING & MORE

## LABEL KITS, POSTERS & STATION

To make the process of labelling as easy as possible, there are some label kits included in this pack that you can use. Use this to let people know what the food is, who provided it, and if it contains any allergens.

Use this handy station to label your food. A label should get people's mouths watering, but also help to make sure that people eat things that are safe for them and follow their specific diet.



## WHAT TO DO

Simply grab a label, fold it in half, and write down your name and the name of your dish.

Make it sound extra tasty by adding a simple description. E.g. Sandra's spicy biryani - grandma's secret recipe!

On the back of the label, tick any of the allergens that might be in the dish. You might also want to make a note of dietary requirements, for example 'made with halal chicken'.

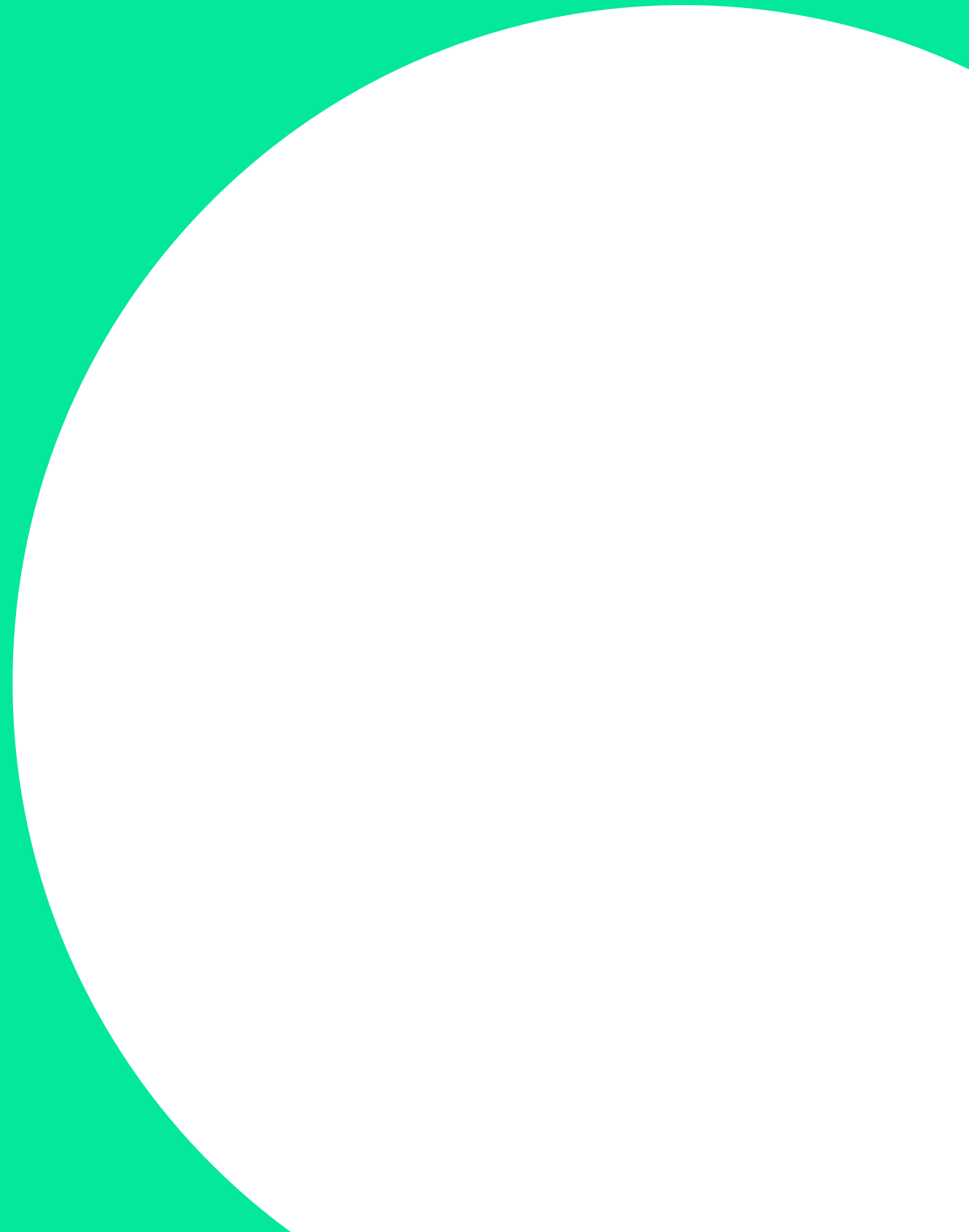


## FINDING INFO ON ALLERGENS

You can find allergen information from the packaging - allergens are normally listed in bold. If you have made a dish using multiple ingredients, you will need to check each ingredient used. If you're not sure, or don't have all the packaging to check, make a note of this on the label by writing 'allergens not known' - that way people can make up their own minds whether it's safe for them



# 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.



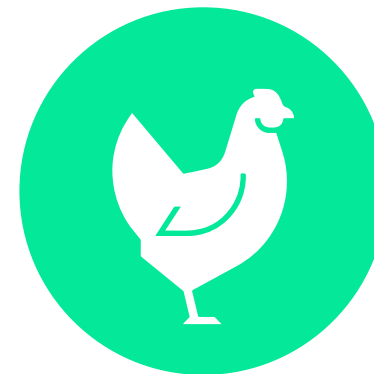
**GAMES MASTER  
(HEAD OF GAMES)**



**BEE  
BUDDY**



**STORYTELLER**



**CHICKEN  
WHISPERER**



**FIRST  
AIDER**



**PING PONG  
PLAYER**



**SHOPPER**



**WASHER  
UPPER**



**COOK**





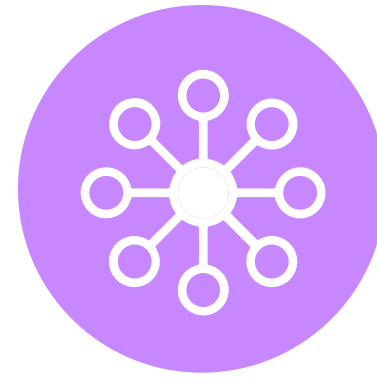
PHOTOGRAPHER



NATURE  
LOVER



TEA  
MAKER



CONNECTOR



RECYCLER



COMPOSTER



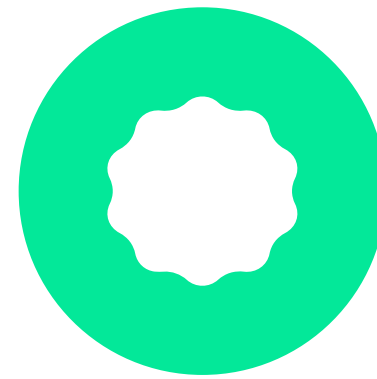
MEETER &  
GREETER



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 those 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.

## KIDS MEET UP

Kids are great little chatterboxes so if you or your neighbours have any, just ask them to invite their friends and the other children they play with.



## 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!



## CHIPS & KETCHUP

**OPEN  
TABLE**

PICNIC STYLES



**GREAT  
COOK**

BATCH SAUCE MAKING



**OPEN  
CORNER**

PLANTING  
POTATOES &  
TOMATOES



## CHILLI JAM

**OPEN  
TABLE**

MEXICAN STYLE



**GREAT  
COOK**

CHILLI RECIPES



**SEED  
EXCHANGE**

PLANTING CHILLIES  
IN YOUR STREET



# 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:

Included in the starter kit you will receive a bunch of promotional materials to start shouting out about Open Table.

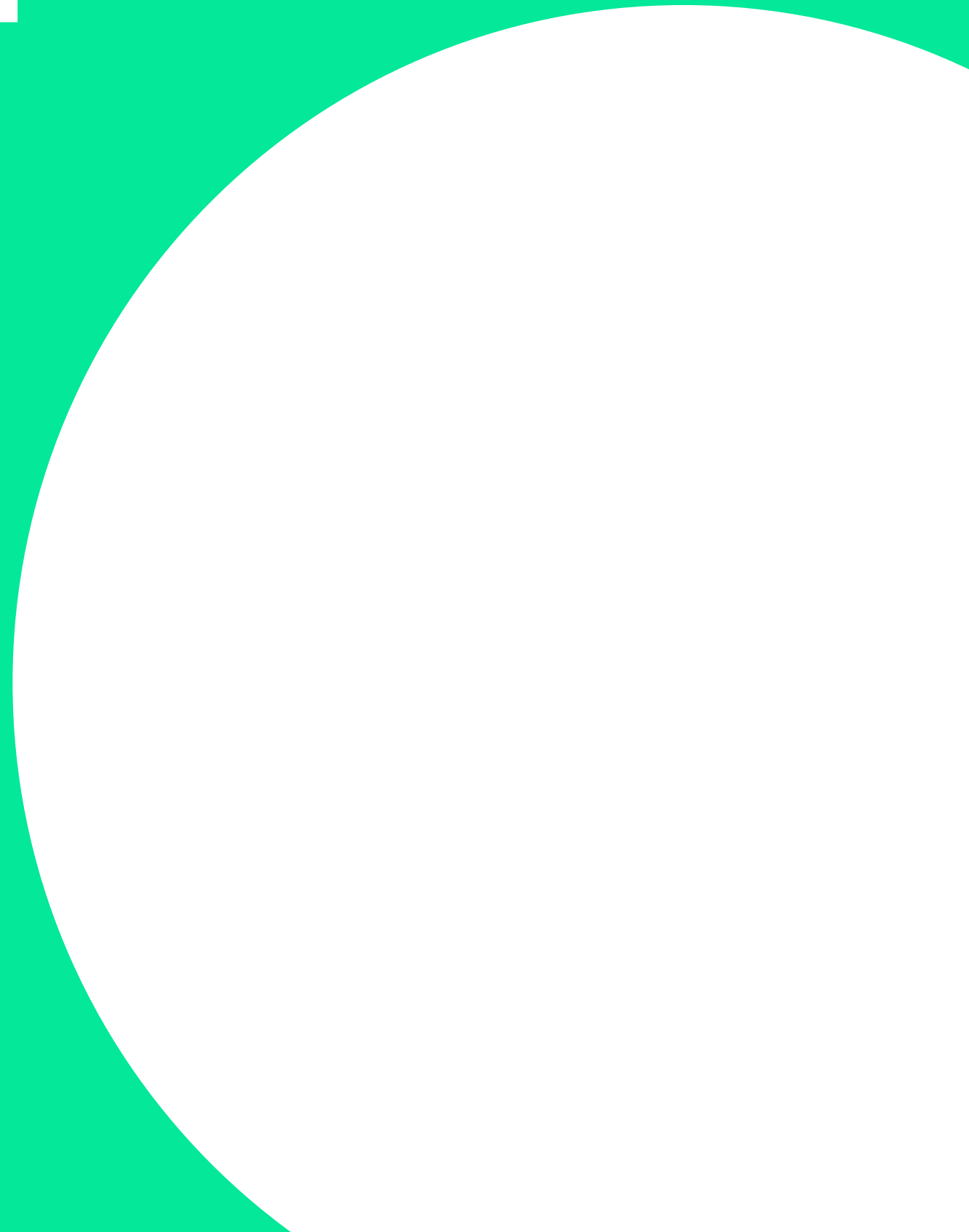
Why not pop some posters up on your street? You can start by hanging them up outside your home, a tree on the street or if you live in flats on a communal noticeboard. You may want to also ask local businesses if they could pop one in their window front.

Leaflets can be popped through letterboxes, kept for people to pick up in local libraries or reception areas in flats.





# HOW WILL THIS WORK ON STREET





# HOW TO MAKE IT HAPPEN

There are all sorts of ways this can work on your street and how it works will depend on how you want your Open Table to happen. Will it be a huge meal on your street or a small intimate affair in a garden? However you decide to run yours, there are a few things you'll need to consider when getting ready.



## WHERE

Where can you hold your Open Table? There doesn't need to be a set place, maybe you'll have a few Open Tables and run them in different places depending on the occasion.

If people are comfortable it can be in their own homes or if the weather's nice, gardens. Local spaces such as community centres or libraries could be a good shout and schools might be able to let you host them there.

Local parks and green spaces are perfect for when the sun's out and the Every One Every Day spaces will also happily have you. If you need any help in finding a space just contact a member of the team.

## WHEN

When is the best time for everyone? This is one of the trickier elements of planning any event.

If you are trying to host a large Open Table, it's unlikely that you'll find a time which suits everyone perfectly and you might need to spend a while finding the best time, which will most likely be a few weeks away to give people time to schedule.

Smaller Open Tables will be quicker to organise and may need less notice before running them. Whichever it is, keeping in regular contact over WhatsApp and Facebook will help, and running polls might be the fairest way to decide.

## WHO

Who is going to organise the Open Table? This doesn't need to be just one person, but having some people taking a lead will make things easier to manage.

You'll need someone that can keep tabs of who's going to make what, as you don't want to end up with more desserts than main dishes (or maybe you do?), and the dietary requirements of people coming (more on that below).

You'll also want a few people that you know will stay behind to help finish with the last of the tidying up.

# EVEN MORE TO THINK ABOUT

## EQUIPMENT

With your Starter Kit you'll receive enough plates, cups, bowls & cutlery to serve an Open Table of any size. You'll get a large drinks dispenser, 6 serving bowls, 120 plates and cups and 60 sets of cutlery.

You'll also want to think about tables and chairs. If people have chairs and tables they can bring outside then great, if not and you want to run a large Open Table your Street Mentor can help you find some. If there are other things like specific cooking equipment that you need they can help with that too.

Other things you might want to consider is something to play music from, or games that can be played before or after eating.

## COOKING TOGETHER

If you want to get together to cook some big dishes then you're more than welcome to use the spaces and equipment at Every One Every Day.

We have two large community cooking spaces at 55 Ripple Road & 47 Thames Road. There's also a smaller kitchen at 116 Church Elm Lane.

## OTHER KITS

If you're thinking of running lots of Open Tables, then there are some other kits that will work really well with it. The Great Cook kit has loads of cooking equipment, and Loaf has everything you need to get baking bread.

You should already have some of the stuff from the Street Parties kit which can be used to decorate your Open Table. But kits can be done in all sorts of combinations, maybe if you've done a lot of work on an Open Corner you'll have a space you want to eat out in all the time, or you mix it with Shared Childcare and have lots of nice meals with the little ones.





# 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)