



# 1001 Stories

## About the Project

1001 Stories is a mass-participation project that sits at the heart of Leeds' 2023 Year of Culture. A collaboration between The Performance Ensemble, Leeds Playhouse, LEEDS 2023, Leeds Museums and Galleries and Leeds Older People's Forum, the joint-project will put the voices, histories and stories of older people centre-stage by gathering 1001 stories from those aged 60 and over and creating new artistic work based on these stories. In April 2023 the project will culminate in a two-week 'takeover' of Leeds Playhouse in which this exciting new work will be presented.

## Do You Have A Story to Tell?

We believe that everybody is creative and has a story to tell, this could be anything from a funny anecdote, to a milestone memory. Your story does not have to be a long one; if it is true and means something to you, then we want to hear it.

Our aim is to present a vast range of experiences from the people of Leeds and to demonstrate that the stories of older people have cultural value - whether that is by making others laugh, think, feel or simply engage with a story that is different from their own.

Anyone over the age of 60 with a connection to Leeds is eligible to take part; whether you were born here, have previously lived or worked here, or currently call Leeds home.

## Tell Us Your Story

Submitting your story to 1001 Stories is easy! This booklet contains simple templates to help you write your story down or create an audio or video file. You can then send these to us via email, Whatsapp, post or in person by following the instructions at the bottom of each page.

## Accompany Your Story with an Image

We would love to put a face to your story! If you feel comfortable doing so, please send a picture of yourself with your story. You can attach this to your email, send it to us with your story on WhatsApp, or if you are delivering your story to us in-person you can include a hard-copy photograph (please note that we are unable to return hard-copy images).

# How to: Get it Down on Paper (or Email)

<b>Minimum Length</b>	There is no minimum length, short anecdotes are still stories.
<b>Maximum Length</b>	No more than one side of A4 please.
<b>Spelling and Grammar</b>	Don't worry if spelling and grammar isn't your strong point, or if English isn't your first language, this is your story and can be told in your own way.
<b>Make Sure It's Legible</b>	<p>If you are using a computer to write your story, please use a standard font and a minimum font size of 11.</p> <p>If you are writing your story by hand please use plain white paper and block script (not cursive/ joined-up), and make sure that your writing can easily be read by someone who is unfamiliar with your handwriting style.</p>
<b>What to Write About</b>	<p>You can write about anything at all, we only ask that the story is your own, that it is true, authentic and accurate to your memory of the time.</p> <p>Please be aware that your story will be used publicly, so make sure to only write about something that you are happy to be released.</p>
<b>What Not to Write About</b>	If you are writing about another person, please do not use their full name or any identifying information.
<b>Complete the Consent Form</b>	Use the form provided at the end of this booklet, or download a copy from our website: <a href="http://www.theperformanceensemble.com/1001stories">www.theperformanceensemble.com/1001stories</a>

## Send Us Your Written Story

**Email - Email us at [1001stories@leedsplayhouse.org.uk](mailto:1001stories@leedsplayhouse.org.uk)**

Include your story in the body of the email or via an attached Word Document (attach an accompanying image if possible), and please make sure to attach a completed consent form.

**Post** - 1001 Stories, Leeds Playhouse, Playhouse Square, Quarry Hill, Leeds LS2 7UP

Please make sure to accompany your story (and image if possible) with a completed consent form, included in this booklet or available to download from our website: [www.theperformanceensemble.com/1001stories](http://www.theperformanceensemble.com/1001stories)

**In person** - Leeds Playhouse, Quarry Hill, LS2 7UP | Mon - Sat, 10am - 5pm

Put your story (and image if possible) and consent form into an envelope and hand them to our friendly Box Office team.

# How to: Submit an Audio File

<b>Minimum Length</b>	30-seconds.
<b>Maximum Length</b>	No more than five-minutes please.
<b>Make Sure We Can Hear You</b>	Record your story in a quiet place without background noise. Use your own voice - we love the diversity of Leeds' accents - but try to speak clearly and slowly.
<b>Follow This Script</b>	Start your audio by telling us your full name and age e.g. <i>"My name is Jane Smith and I am sixty-five years-old, this is my story..."</i>
<b>What to Speak About</b>	You can speak about anything at all, we only ask that the story is your own, that it is true, authentic and accurate to your memory of the time. Please be aware that your story will be used publicly, so make sure to only write about something that you are happy to be released.
<b>What Not to Speak About</b>	If you are speaking about another person, please do not use their full name or any identifying information.
<b>Recording Devices</b>	Record via an app on your smartphone or computer, or send us a WhatsApp voice note.
<b>File Format</b>	We can only accept files in the following formats: .mp4, .m4v, .m4a, .mp3, .mpg or .ogg (WhatsApp).
<b>Complete the Consent Form</b>	Download the consent form at our website: <a href="http://www.theperformanceensemble.com/1001stories">www.theperformanceensemble.com/1001stories</a> , or contact us on the telephone number below to request a form in the post.

## Send Us Your Audio Story

**Email - Email us at [1001stories@leedsplayhouse.org.uk](mailto:1001stories@leedsplayhouse.org.uk)**

Attach your audio file (and an accompanying image if possible) along with a completed consent form.

**WhatsApp/ Telephone** - Send your audio file to us at 07864 575377 (with an accompanying image if possible). If you can, please also send a completed consent form, or provide your full name and address so that we can send one to you in the post.

# How to: Send a Video

<b>Minimum Length</b>	30-seconds.
<b>Maximum Length</b>	No more than five-minutes please.
<b>Make Sure We Can Hear You</b>	Record your story in a quiet place without background noise. Use your own voice - we love the diversity of Leeds' accents - but try to speak clearly and slowly.
<b>Make Sure We Can See You</b>	Try to record your video in landscape format in a well-lit place. If there are windows in your room, make sure that you're facing them rather than having them behind you as this can create unflattering shadows.
<b>Tips and Tricks</b>	For more tips and tricks, go to YouTube and search 'Self-Recording Video Tutorial: How to Look and Sound Your Best' by Rochester University. Or use the link below: <a href="https://youtu.be/BgUAlw4myrs">https://youtu.be/BgUAlw4myrs</a>
<b>Follow This Script</b>	Start your video by telling us your full name and age e.g. <i>"My name is Jane Smith and I am sixty-five years-old, this is my story..."</i>
<b>What to Speak About</b>	You can speak about anything at all, we only ask that the story is your own, that it is true, authentic and accurate to your memory of the time. Please be aware that your story will be used publicly, so make sure to only write about something that you are happy to be released.
<b>What Not to Speak About</b>	If you are speaking about another person, please do not use their full name or any identifying information.
<b>Recording Devices</b>	Record using your smartphone, tablet or computer
<b>File Format</b>	We can only accept files in the following formats: .mp4, .m4v, .m4a, .mp3 or .mpg
<b>Complete the Consent Form</b>	Download the consent form at our website: <a href="http://www.theperformanceensemble.com/1001stories">www.theperformanceensemble.com/1001stories</a> , or contact us on the telephone number below to request a form in the post.

## Send Us Your Video Story

**Email - Email us at [1001stories@leedsplayhouse.org.uk](mailto:1001stories@leedsplayhouse.org.uk)**  
Attach your video file along with a completed consent form.

**WhatsApp/ Telephone - Send your video file to us at 07864 575377.** If you can, please also send a completed consent form, or provide your full name and address so that we can send one to you in the post.

# 1001 Stories: Participant Consent Form

1001 Stories is a collaborative project by The Performance Ensemble, Leeds Playhouse, LEEDS 2023, Leeds Museums and Galleries and Leeds Older People's Forum, with funding from Arts Council England, National Lottery Heritage Fund, The British Council and LEEDS 2023.

Name	
Address	
Email Address	
Phone Number	

PLEASE NOTE THAT YOUR ADDRESS, EMAIL ADDRESS AND PHONE NUMBER WILL NOT BE SHARED WITH ANY THIRD-PARTY ORGANISATION. THIS INFORMATION IS REQUESTED FOR OUR RECORDS ONLY.

**Please tick one box for each of the statements that apply to your submission:**

I consent to my <b>text (story)</b> being used, stored and shared publicly as part of 1001 Stories. (Stories will not be named unless you give your consent in the box below)	YES	NO
I consent to my <b>image/ video/ audio</b> being used, stored and shared publicly as part of 1001 Stories. (Content will not be named unless you give your consent in the box below.)	YES	NO
I consent to my <b>name</b> being used and shared publicly alongside my submission (text, image, video or audio) as part of 1001 Stories	YES	NO

**If you would prefer that your story is NOT shared publicly, please read the following statement and tick the appropriate box:**

I consent to my story text, image, audio file or video being used and stored by 1001 Stories, but this should remain private and not be shared with the public or with organisations or individuals outside of the 1001 Stories team. (For definitions of private and public use, please see the page above).	YES	NO
--	-----	----

I have **read and understood** the details of this form and hereby give my consent.

Signature	
Date	

# How Will We Use Your Story?

1001 Stories is a collaborative project by The Performance Ensemble, Leeds Playhouse, LEEDS 2023, Leeds Museums and Galleries and Leeds Older People's Forum, with funding from Arts Council England, National Lottery Heritage Fund, The British Council and LEEDS 2023.

Thank you for taking part in 1001 Stories by submitting your text, image, audio file or video (personal information) to the project. This form sets out how we (those organisations named above) would like to use your personal information and asks for your consent to do so.

## 1001 Stories would like to use your personal information in the following ways:

### Privately

- **Hold on file:** To be held on file by The Performance Ensemble for an indefinite amount of time appropriate to the nature of our work.
- **Evaluation:** To provide evaluatory evidence of the project to our funders (listed above).

### Publicly

- **Inform 1001 Stories creative outputs:** To inform our creative work under the banner of '1001 Stories' and in the creation of a new piece of theatre inspired by the stories submitted. Please note that this may include the reading/ playing/ display of submitted stories.
- **Inform future creative practice:** To inform our future creative work and in the creation of new projects yet to be conceived.
- **Marketing & PR:** In the marketing and PR of 1001 Stories *and the potential marketing of future projects* including, but not limited to: use across all partner social media platforms; print marketing such as brochures, leaflets and posters; digital marketing such as e-flyers, website banners and e-newsletters; the creation of video trailers and other audio/ visual marketing; press releases and other media communications including print, broadcast and online.
- **Editing:** To edit your supplied content as appropriate for the project such as, but not limited to, the digital enhancement of supplied images, the cutting and clipping of supplied videos and the grammatical correction of supplied text for public use.
- **Digital Legacy Project:** As content for the 1001 Stories Digital Legacy Project, where stories will be catalogued and shared with a world-wide online audience via a website or other digital platform, in perpetuity.

### Our Responsibilities

We commit to storing your personal information in a secure way and in line with current GDPR regulations. To view our privacy policy please go to: [www.theperformanceensemble.com/privacy-policy](http://www.theperformanceensemble.com/privacy-policy)  
We commit to only using and sharing your personal information in the ways outlined above, and with those partners outlined above, and to tracking the distribution of your information with our partners to ensure compliance with your wishes.

### Your Rights

You have the right to change or revoke your permission at any time, to request that we remove your personal information from our systems, or to request a copy of your personal information.  
Please note that as 1001 Stories will be shared with the general public, we cannot control the dissemination of your information across individual digital devices and social media platforms.  
To discuss your consent and personal information please contact: [1001stories@leedsplayhouse.org.uk](mailto:1001stories@leedsplayhouse.org.uk) or 07846 575377

## Example Story



### Marcia Wright - Late Bloomer - #156

An arrogant young estate agent once referred to what was my little bit of treasured garden space as a "yard". Where I saw pots of flowers and shrubs and tomatoes growing in profusion he saw only the concrete on which they stood.

I didn't have a space of my own to garden in until I was forty. It wasn't much of a space, but it was vast to me. I had a lot of beginner's luck planting seeds and they all flowered. Great masses of pots of lovely blooms covering the concrete.

And then miraculously I was pregnant for the first time at the age of 42.

My sense of smell was never as acute as that time. Everything was intense and new and flowers were blooming all around me and a baby was blooming inside of me and it was glorious.



Supported using public funding by  
**ARTS COUNCIL  
ENGLAND**



**LEEDS**  
YEAR OF  
CULTURE **2023**

