



INSTRUCTIONS MANUAL

Before Getting Started

In order to do KEEPS, you will need to purchase the following items:

- 11 canvases size 40cm x 40cm (only centre 33cm x 33cm may be painted on), type universal primed cotton medium grain texture, 8oz or 340gsm or nearest available type.
- A packet of about 12 paintbrushes, ideally in a mixed range of sizes
- Approximately 200ml each of red, blue, green, yellow, white and black acrylic paints
- Optional: pencils and masking tape roll
- Small containers for water (suggest small cups)
- Small containers for paint (suggest cut-up egg crates)
- Cardboard shipping tube to send completed paintings to KEEPS
- A camera and CD, or a disposable camera

You will also need to download certificates, permission slips and kids forms from:

<http://www.keeps-exhibition.org/dokeepsyourself.html>

Please be sure to read the entire document before beginning.

The administrator should begin by registering their project by emailing keeps at keeps.project@gmail.com. This person should already be familiar with the children participating, and with their parents and/or guardians or they should have such an individual supervise the project, who will also be responsible and registered with KEEPS. Safety and comfort of the kids is our paramount concern. The administrator should proceed by organising a time and comfortable place for the project to be held. This can be in school, in a community centre, an extracurricular activity, amongst a group of friends, and so forth. The group should consist of approximately 10 children between the ages of 6 to 10 years. Ensure that prior to commencing, you have disseminated permission slips to parents and/or guardians. It is helpful to explain to such parents/guardians the scope of the project, and to provide details of when and where it is to be held. Some may want to participate, or to understand the question being asked. While parent participation is up to the individual administrator, and providing information on the project is encouraged, be sure to encourage parents not to shape children's responses, as we hope to get paintings as organic as possible. We very much appreciate obtaining as much contact information for parents and/or guardians so we can keep them apprised of project updates. Once you have collected the permission slips, please send them to:

KEEPS Exhibition
Development Studies Institute
London School of Economics and Political Science
Houghton Street
London WC2A 2AE
United Kingdom

Please note permission slips should be sent as soon as possible. At the conclusion of the event, we will need to collect all needed documents and submit them. A cheque list for this is provided at the conclusion of this document.

Setting up

Set up for KEEPS can be done following these general guidelines; however, we encourage creativity and adapting these directions to the nuances of your particular situation.

Before the kids arrive, make a strategy plan for the day and set up the equipment you will need. Make sure kids know to wear old clothes if possible, and to be notified of any dietary restrictions.

This section is broken into:

- Workstation set-up
- Introduction and games
- Painting
- Data collection
- Winding up
- Troubleshooting

Workstation set-up

In setting up for the kids painting areas, please use the following points:

- The measurements for the overall canvas should be 45cm x 45cm
- Mark border with masking tape or by drawing along the border in light pencil so that the kids understand what will be visible and what will disappear once framed. The visible section is the centre **35cm x 35cm**, so please take note of this so that we don't miss any artwork in framing!
- Paint on the white side of the canvas
- Wear old clothes on the day of the project and make sure the children do the same
- Make sure to write a number on the back of each canvas
- Consider taping down canvases

Using these guidelines, when setting up workstations, to the extent it is possible, try to give each kid sufficient independent space to work, to foster individual creativity and to avoid influence by neighbours. Each child should get their own paintbrush, and if possible their own paint. Tip: Egg crates can be useful and inexpensive ways to divide up the paint!

Introduction and games

Once the event begins, it is important both to make the children feel comfortable and relaxed and to make sure they are focussed, so that they answer the question accurately. We ask that you not inform them of the question beforehand, to allow for an organic response, and also to not supply them with examples, but to encourage them to think of things on their own.

You may want to start with a round of introduction and icebreaker games. If you need suggestions on how to do this, you may want to consult with teachers, parents, etc, or you may **contact us**.

After this, you should proceed with the game. Instructions on this are as below. Please note that this is just a guide. Feel free to adapt this to your situation! Other people have given pens as prizes, some have changed the game to a treasure hunt, and so forth. This should be modified to your surroundings, and the interests and ages of the kids. The goal is for everyone to have a good time, so don't feel like you have to follow any formula.

Once you have introduced yourself, inform the kids that they are going to play a game and then do a "special" activity.

Example of a game used:

The "hot potato" game: Prepare a box of sweets (if permitted) already wrapped in multiple layers of wrapping paper—this is the potato. Find a child who is excited by your presentation and at a safe distance ask them their name (make a nice comment) and ask him/her to remove ONE layer from the potato. (Supervise so that they stop after one!). Read, or get them to read, what is written under the first layer (Example: 'who can jump the highest?'). Poll the group to get a consensus on who can jump the highest, or laugh the loudest, etc (try to avoid questions like the most beautiful shirt as this is subjective – you don't want to start an argument). The consensus does NOT have to be fair. Your job is to make sure that everyone

gets a go at taking a layer off the potato so take control and just give the potato to someone you fear may not be able to take a layer off because they don't have the biggest or smallest anything and say "You have the longest hair" or whatever. The trick in doing this is to move quickly! As soon as they remove the final wrapping and discover the bag of sweets at the centre, TAKE IT FROM THEM (they should be holding the wrapping paper so you're not grabbing the bag of sweets. If they do grab the bag of sweets ask them firmly but nicely to give the sweets to you) and distribute it equally. *You* are the distributor of the goodies. The children have to see you (and cooperation with you) as the link between themselves and the sweets.

Painting

After the game is finished and they have had a bit of time to enjoy their sweets, tell them you want to think of the most important thing in their life. DO NOT LEAD (as in, do not give them examples like family or friends or whatever). Tell them it can be anything. Tell them you would like them to paint this most important thing on special artist canvas (oooh...aaaaah, emphasize the canvas): show example of canvas and make it interactive by getting them to touch it – you can have fun with this, like fanning it on them or putting it on your head and pulling faces etc. Now ask them all to sit on the floor with you, cross-legged and in an orderly fashion. By this stage, at least some kids will comply and the rest will follow suit. Again, the faster you get them to move the easier it will be. While sitting in this position repeat the instruction again: Think of the most important thing in their life. Tell them that once they have thought of something to raise their hand, and they can come whisper it to you. "SSSSH it's a secret!" *It's best not to ask questions to a group of kids (like "can you keep a secret") as you may not get answers and that can ruin the rapport.*

As the kids come up and tell you their secret, give them a sweet and direct them to the seating area to begin painting. If anyone is becoming anxious and having trouble thinking of something to paint, talk to them and encourage them in any ideas that they mention. Again, DO NOT LEAD. Only follow up the points the children mention. In the meantime, if someone asks to start over, offer suggestions about how they can make the painting more to their own liking, but do not give anyone a new canvas (otherwise everyone might want one!). Praise the work. Hying up the "secret" element helps to keep the kids from talking with each other.

Data Collection

By way of data collection, KEEPS requires a number of critical items, without which we are unable to process your project. We recommend before sending people home for the day, you go through this list to ensure you have all of the needed materials, and cheque off the items as you go.

- Kids Forms
- Write-up
- Photos
- Painting key

Concurrent to the painting, it can be helpful to circle around and speak with the kids. Take this opportunity to ask about their family life as well, as this can be interesting in write-up. To avoid any confusion, be sure to make your photo key as the children paint. This information is vital for our ability to record paintings. This is a simple log, corresponding the numbers you recorded on the back of the canvasses to the child painting on that canvas.

Ex:

1. Child A Name, Child A Painting
2. Child B Name, Child B Painting

And so forth

When kids finish their painting, ask them to hold up their picture and take a photograph of each child with what they made. Kids will be finishing painting at different times, and after they have finished their painting, get them to write down their name, age, what they painted and why on the kid's form document (see website for download). It is useful at this stage to provide a snack and some juice. When everyone is finished, take a photograph of the kids in a group, along with the administrator.

Winding up

At this point, feel free to talk more about what KEEPS is and how other children all over the world are doing the same thing. This helps to explain why they don't get to keep the paintings. At this point, present the certificates (see website for download). These serve as final reinforcements. Make it a show, compliment children by name and provide more individual feedback if possible. Encourage the other kids to clap along as certificates are awarded.

Troubleshooting

If a few kids finish way too early, let them be your helper; they can help the other children get the supplies they need, or tidy up a bit, or draw on the blackboard. The important thing is that they do not replace KEEPS with something 'more exciting' or particularly active (jumping rope, throwing balls inside, for example. These activities also raise the risk of paint spilling and other accidents and are best avoided).

This is a generic model and of course, each situation/school/culture will be different. It doesn't matter. So long as the kids are smiling, being reinforced with 'goodies' and kind words and most importantly are enjoying the activity. This is the main thing. It should not be viewed as work. The rest are just details to strive for, but if you meet any kind of resistance then adapt the model to make the situation pleasurable for you and your pupils.

Follow-up work and submission

Once the project is complete, you will need to go about completing the packet of information to submit. While the experience is fresh in your mind, do your write-up. We encourage people to be as descriptive as possible. Also, if the kids involved provided additional information (e.g. parents profession, background, details of what they drew and why), we strongly encourage you to provide this, as it helps paint a more holistic picture of the context. For examples of other write-ups, see the website at <http://www.keep-exhibition.org/locations.html>. This is the final component needed prior to mailing in your package. When you have finished, thoroughly go through this check list to ensure all components are included or have been sent.

CHECKLIST

- Permission Slips
- Numbered Paintings
- Painting Key
- Kids Forms
- Photographs (on a CD or a disposable camera)
- Event Write-up

Please then mail this material to KEEPS (address on page 1). For preservation, use the cardboard shipping tube to mail the paintings. Please note, your project cannot be processed and incorporated until all of this information is received.

We appreciate your interest and hard work on the KEEPS exhibition, and the contributions you have made are invaluable to the project. If you have any questions or come across any concerns along the way, do not hesitate to contact us at keeps.project@gmail.com at any stage. All people working on KEEPS work on a voluntary basis.