



MVA's Volunteers Week Community Art Activity Connected Creations



**FREE DIGITAL
BUNTING
ACTIVITY PACK**


**VOLUNTEERS'
WEEK**

2nd – 8th June





Volunteers Week 2025: MVA's Favourite Time of the Year

Every year for Volunteers Week MVA supports community activities that the whole sector can get involved in to celebrate and say thanks to local volunteers!

This year we've gone bigger, and better than ever before in collaboration with our partners and have 5 free activities for volunteers to get involved in including:

- Our Showcase Volunteer Fair Event 'Creating Connections at the Cathedral' on Thursday the 5th of June.
- This 'Connected Creations' digital community art project, which will be displayed at the Cathedral event.
- Telling Tales' Storytime Sessions celebrating diversity.
- Share the Love! Our free online showcase gallery for all in Medway to use and share in during Volunteers Week.
- Join one of Chatham Historic Dockyard's Volunteer Matey's Tours.

You can find out more information about getting involved in the other activities on MVA's website at:

<https://www.mva.org.uk/news/volunteers-week-2025>

Please use this resource pack to get involved with our new **'Connected Creations' project.**





There are 3 ways to take part in **MVA's** **Community Art Activity Connected Creations**

We want to know what community means to you and we'd like you to share this with us 'creatively'.

MVA are inviting all Medway volunteers to get creative and design digital bunting which will be displayed at their Cathedral Volunteer Fair, all about the importance of community and volunteering.

This community art project involves creating artwork digitally and then sharing it as a visual decoration, to celebrate Volunteers Week. Bunting can also be created 'physically' and then photographed and submitted digitally as an image. This can be a collaborative effort where community members contribute their own digital designs, or a project where a group designs the bunting together.

The finished bunting will be displayed digitally at MVA's Volunteer Fair at the Cathedral on the 5th of June, and on social media and their website.



Take part as a Voluntary or Community Organisation or Group



Take part individually as a local Volunteer



Take part as someone being supported by Volunteers to say thanks

You can create and get involved in 3 different ways:



Decorate / Create a material / physical piece of bunting using one of the templates in this pack.



Record a short video on what community and volunteering means to you. Can be visual or audio.



Create digitally online using a variety of free apps or programmes.

If you haven't guessed already - **yes** - there are 3 ways to submit your designs to go into the final Digital Bunting Collage, dependant on the the format you use to design. Please make sure you read the following guidance notes on creating your piece and notes on how to submit.



Guidance Notes for Videos & Audio Formats

When doing your video or audio please ensure that it is no more than 20 seconds long. We appreciate that this is short, however we have a lot of wonderful Volunteers in Medway that will be taking part, and all of the clips will be compiled together into one digital piece of bunting to showcase.

You can take the video on your smartphone or on your laptop or PC. If you need any help on how to do this please get in touch on the email below and we'll be more than happy to help you with this.

Please only include yourself on any video / audio submissions. This is for 2 key reasons:

- This is all about YOU and,
- We need a signed media release agreement with your bunting which authorises us to be able to **use only your information**. The link to download the agreement is at the end of this pack.

Ideas for your video could include: Show and tell, Sing it to us, Sketch it, Act it – It's your message so deliver it your way!

Guidance Notes for 'Physical' and for 'Digital Bunting Designs

- There are a selection of A4 landscape sized bunting template designs for you to choose and use within this pack. Obviously you are welcome to create your own design as long as you ensure it falls within an A4 Landscape layout.
- Use the templates or create your own design using sizes given and a maximum of 3 pennants/flags for your individual piece.
- Either create digitally to send on email using an online app or you can produce physically and then take photos and return to us.

Notes on taking photographs of your 'physical' design to return to us:

- Place on a flat surface with a clear background.
- Make sure there are no shadows or objects in view and that the whole page is in one shot
- Try and choose a place with good natural light
- Please don't crop the image or add any filters, we'll contact you if we have any queries.
- When adding any photos/images it is best to keep them as central as possible, so that we can see them better in the final design.
- There are many free website which you can use to design your bunting online including: canva, publisher, powerpoint, word, magma and a myriad of free online apps,



Guidance Notes on Submitting Your Bunting

- Please ensure all submissions are returned on email before the project **deadline of 5pm on Monday the 2nd of June via email to volunteering@mva.org.uk**. This is to ensure we have adequate time to compile into one large digital bunting collage.
- Acceptable file formats for submissions are for:
 - Video or Audio – MP4, MOV, MP3 & WMV, using a 16:9 ratio.
 - Physical – JPEG, PNG, and PDF, using an A4 landscape layout.
 - Digital – Canva Link, JPEG, PNG, and PDF, using layout sizes above.
- If you find that the size of your bunting file is too large to send on email please use wetransfer.com, which is free. If you haven't used this before, we are more than happy to help with your submission so please contact lisa@mva.org.uk for help.

Media Release Authorisation

Please note that for all volunteers week images, photos, recording or audio to be used we need you to complete our media release agreement to grant us permission which you can download [HERE](#).

Please send this alongside any items you send to MVA, as we cannot use without this form.

Accessibility

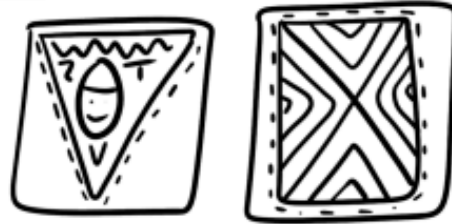
If you need a copy of any of these instructions in a different format, such as in large print, please contact us on volunteering@mva.org.uk.





A few simple tips for creating your 'physical' bunting piece.

**PRINT TEMPLATES
AS MANY TIMES AS YOU LIKE
& FILL IN TEMPLATES WITH DESIGN(S)**



CUT TEMPLATES OUT



FOLD & GLUE OR STAPLE OVER STRING / RIBBON



**TRY EXPERIMENTING WITH OTHER INTERESTING MATERIALS LIKE, FABRIC
CARDBOARD, AND MAKE SOME MORE COOL BUNTING AT HOME.**



