



# COIN STREET STORIES

40TH ANNIVERSARY PROJECT

## Introduction to Coin Street Stories

This year, we're celebrating our 40th anniversary and we need your help. We would like you to share your Coin Street Story with us.

This could be a recent personal anecdote or a story from the past, however big or small we want to hear about how Coin Street has impacted you.

We're looking for as many people to get involved as possible, so if you have a story about Coin Street, we want to hear it.

To help you through the process, we've created this helpful guidance booklet on why we're doing Coin Street Stories and how you can get involved.

All the details about the project are inside.



## Why we're doing Coin Street Stories

Since 1984, Coin Street has had a positive impact on thousands of people and we want to celebrate this.

We want to build a catalogue of funny, touching, and inspiring moments from the past forty years in our thriving neighbourhood.

Everyone's story will be shared and it gives you a chance to tell us about how Coin Street has positively impacted you.

Sharing your story will help others in the area learn about the great services and support Coin Street offers and we hope it will also encourage more members of the community to get involved.



## About the project

Coin Street Stories will be a digital project. It will be hosted on our website and aims to put the voices, histories and stories of people living or connected to Coin Street centre-stage.

We want to gather stories from people in the community and create a new artistic work based on these. Coin Street Stories will be launched officially in July 2024, the project will be hosted on the Coin Street website and will last up until the end of the year.

Before launch in July (our anniversary month), we will be taking submissions and publishing stories on our website. We hope that by the time our anniversary comes around we have a library of stories available to read.

The project doesn't end in July, instead, we hope people will be inspired by the launch and continue submitting stories. We will be taking submission and publishing stories up until the start of December 2024.





## Who can get involved?



Coin Street Stories is for everyone. We want your experiences to be at the heart of our digital project. Anyone with a connection to Coin Street is eligible to take part; whether you were born here, have previously lived, or worked here, or currently call it home.

To create a catalogue of work that reflects the essence of our community we need you! If you have a connection to Coin Street, share your story, anecdote, or milestone memory with us.

It doesn't have to be lengthy; if it's true and meaningful to you, we want to hear it. Your story can be written down, filmed, or recorded as an audio file.

If English isn't your first language or you need help with grammar, don't worry, we'll edit and amend as necessary.

## What should your story be about?

We want to present a range of stories from different people in our inspirational neighbourhood. Whether your story makes others laugh, think, feel, or simply engage with a story that is different from their own.

You may have taken part in our campaigning work, attended a Coffee morning, been to our Christmas Party or sailed with us up the Thames. Tell us about a friendship you made at Coin Street, or a kindness from a neighbour.

Do you have a birthday or anniversary story experienced at Coin Street you can tell? Have your children attended the nursery or after school clubs, have they played sport at Colombo?

Towards the end of this booklet we have some templates and prompts which you can use as inspiration if you're still wondering what to write. Whatever your story, we want to hear it!





Even if you've just enjoyed a moment along our section of the South Bank, we want to hear from you!



# What we need from you

We would like you to write, film, or record your Coin Street Story. We want to give you the freedom to express yourself however you want so there is no minimum length, stories, poems and anecdotes would all be great.

This booklet contains simple templates to help you write your story down or create an audio/video file. To illustrate the page for your story we also need you to submit a photo! Ideally, please ensure you send a picture of yourself with your story.

You can attach this to your email, 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).

Once you've completed your story you can then send it through to [communications@coinstreet.org](mailto:communications@coinstreet.org), bring it to the Coin Street front desk, or post it to us at: Coin Street Neighbourhood Centre, 108 Stamford St, London SE1 9NH.

**IMPORTANT:** You will need to fill out a consent form for your story to be featured. Find that on our [website](#), or fill it out online [here](#).



## Story Crafting

For those of you who want to get involved but don't know where to start, we've got some useful prompts which can help inspire an idea.

Remember, your story can be about anything, these prompts are just here to help you reflect and encourage ideas.

- Prompt 1: Describe a significant place or event in or around Coin Street.
- Prompt 2: Reflect on community members who inspire you.
- Prompt 3: Explore your connection to Coin Street Community Builders.
- Prompt 4: Think of the friends you have made through Coin Street.
- Prompt 5: Remember a time you have laughed at Coin Street.
- Prompt 6: Discuss why Coin Street is important to you.

For more help, see our next slide where you can see an example story.



# Sample Story: Keith – When I first saw Oxo Tower lit up in rainbow lights for Pride in London



“One evening, strolling the South Bank, the Oxo Tower's familiar silhouette emerged. Unbeknownst to me, this routine walk transformed into an indelible memory. The air buzzed with anticipation, and as I approached, the iconic building dazzled in vibrant rainbow lights—a stunning celebration of Pride in London.

“Employed at Coin Street Community Builders, actively engaged in the vibrant Oxo Tower community, Pride held personal significance. It was a time to embrace diversity, inclusivity, and the freedom to love. Inspired, I proposed illuminating the Oxo Tower for Pride, uncertain of the response. To my delight, Coin Street Community Builders, deeply rooted in community engagement, embraced the idea enthusiastically. The decision was made—the Oxo Tower would shine brightly in rainbow hues during Pride in London.

“On the evening of the reveal, as the sun set, the Oxo Tower underwent a breathtaking transformation. Glimmers of rainbow light emerged, intensifying until the entire structure radiated with vibrant colours. The powerful symbolism of this illuminated spectacle moved me profoundly.

“The Oxo Tower, an architectural symbol woven into London's fabric, radiating Pride flag colours, conveyed a profound message of acceptance and equality. Amidst fellow onlookers, I felt pride, joy, and gratitude for being part of an organization actively celebrating diversity.

“The radiant Oxo Tower became a beacon of love and acceptance, casting its colourful glow across the Thames. It testified to the power of community, allyship, and standing up for what is right. This experience reinforced my belief in the positive impact organisations like Coin Street Community Builders can have when championing inclusivity.” - Keith



## How to get your story down on paper/email

To help you get your story down on paper we've got a few guidelines that you can use to help shape your submission. For each story there is no minimum length but we would like to see more than a sentence, between 300-500 words is good. Please don't go over an A4 piece of paper, or around 600 words.

Do not worry if spelling and grammar is not your strong point, or if English is not your first language, we will proofread and edit the story where necessary.

Do try and make sure your submission is eligible. If you are drafting 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.

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. If you are writing about another person, please do not use their full name or any identifying information.

Finally, please complete our consent form. Download a copy from our website or fill in the form online using this link:

<https://forms.office.com/e/R3LzQsGvaz>

## How to submit an audio file

If you want to submit an audio file here's some guidance for you to follow! We would like your recording to be over 30 seconds long and please keep it under two minutes.

When recording, please do so in a quiet place which doesn't have any background noise. Use your own voice - we love the diversity of accents - but try to speak clearly and slowly.

Please start your audio by telling us your full name and age e.g. "My name is Jane Smith and I am sixty-five years-old, this is my story..."

Record via an app on your smartphone or computer or send us a WhatsApp voice note. We can only accept files in the following formats: .mp4, .m4v, .m4a, .mp3, .mpg or.ogg.

Please be aware that your story will be used publicly, so make sure to only talk about something that you are happy to be released. If you are talking about another person, please do not use their full name or any identifying information.

Finally, please complete our consent form. Download a copy from our website or fill in the form online using this link:  
<https://forms.office.com/e/R3LzQsGvaz>

## How to send us a video

If you want to send your story as a video we've got some handy guidance we'd like you to follow. Please make sure that your video is over 30-seconds long, but please keep it below the two minute mark. For you video, please record it in a quiet place without background noise.

Use your own voice - we love the diversity of accents - but try to speak clearly and slowly. Try to record your video in landscape format in a well-lit place. If there are windows in your room, make sure that you are facing them rather than having them behind you as this can create unflattering shadows.

Start your video by telling us your full name and age e.g. "My name is John Smith, and I am sixty-five years-old, this is my story...". We can only accept files in the following formats: .mp4, .m4v, .m4a, .mp3 or .mpg

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 [here](#).

Please be aware that your story will be used publicly, so make sure to only talk about something that you are happy to be released. If you are talking about another person, please do not use their full name or any identifying information.

Finally, please complete our consent form. Download a copy from our website or fill in the form online using the link [here](#).

# How we will use your personal information (terms and conditions)

When you submit a story and your other private information this is how we will use it. Privately, we will hold your story and information on file for an indefinite amount of time appropriate to the nature of our work. We will do so to provide evidence of the project and keep a record of submitted stories.

Publicly we may use your information to inform Coin Street Stories creative outputs. It may be used to inform our creative work and the creation of a new piece of art inspired by the stories submitted. Please note that this may include the reading/ playing/ display of submitted stories.

It will also be used to inform future creative practice, future creative work and the creation of new projects yet to be conceived.

It may be used in the marketing and PR (Public Relations) of Coin Street 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, reports, leaflets and posters; digital marketing such as e-flyers, website banners and e-newsletters; the creation of video trailers and other audio/ visual marketing for use on LED screens; press releases and other media communications including print, broadcast and online.

It may also be used for editing 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.

Your information may be used as content for the Coin Street Stories Digital Legacy Project, where stories will be catalogued and shared with a world-wide online audience via our website or other digital platform, in perpetuity.

We commit to storing your personal information in a secure way and in line with current General Data Protection Regulation GDPR. To view our privacy policy please go to: [www.coinstreet.org/privacy-policy](http://www.coinstreet.org/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 Coin Street Stories will be shared with the 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: [communications@coinstreet.org](mailto:communications@coinstreet.org)

If you have any questions email us at:  
[communications@coinstreet.org](mailto:communications@coinstreet.org)

