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PARTNERSHIP  
SURREY



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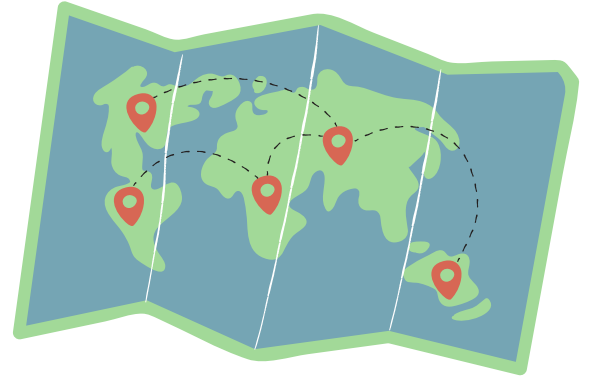
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Welcome to  
your Virtual Day Trip around  
**WOKING**



Our Virtual Day Trips are designed to take you on a journey where you can meet new people and learn about their connection to the places we visit. Annalees and Luna will act as your tour guides, sharing their discoveries and filming their experiences for everyone to enjoy.

We're delighted that you will be running this Virtual Day Trip in your own setting, and this resource pack will give you all the guidance you need to have a successful 'trip' to Woking.



We will guide you through all the steps; from decorating your space, creating an immersive environment, a shopping list for the craft activity and providing all the templates you need.



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## YOU WILL NEED

**This pack includes most items for your day trip, but you'll need a few extras.**

### Decorations

Choose objects to fill the room that fit the theme - can you borrow items from a local history museum or society? Or borrow some books about the local area from the library? Print and create decorations using the bunting template at the back of this pack. See Create Your Space on page 3 for more.

### Sensory Toolkit

Play bird sounds on a CD or an online playlist, open a jar of coffee or use an essential oil to set the scene of being in a busy cafe or use some hand cream with a scent to remind you of being amongst all the heather.

### Craft Activities

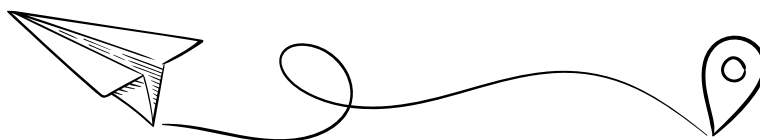
This list is per person, so multiply by the number of participants joining you.

**Post card craft** – See the How To Make craft sheet in the templates section

- 1 x printed template - preferably on card or thicker paper
- Glue stick
- Scissors
- Colouring pens or pencils

### Afternoon Tea

What better way to end the session than with tea and cake! It is an excellent time for everyone to chat about what they enjoyed and share their experiences of visiting the area in person or similar places to which they have been or would like to plan a visit. If you are delivering your Virtual Day Trip session before lunch why not end with everyone having a bowl of tasty soup, perhaps made with locally grown produce.





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# CREATING YOUR SPACE

**To have a truly immersive experience, it's important to create a new environment that's different from your usual room setup.**

## Step One

Bring as many plants into the room as possible and hang the bunting on the walls. If you have access to some props, add some outdoor-themed objects such as some hiking boots, a picnic basket, picnic blanket, or some bird ornaments to set the mood.



## Step Two

Create an atmosphere by playing some sounds of the outdoors - running water, the wind blowing through the trees, some birds etc. Search the internet for free sounds to play.

## Step Three

Set the tables. Sitting in small groups works well, and then add vases of flowers onto the tablecloth-covered tables. Scatter some leaves or petals on the tables to add to the outdoor theme.



## Step Three

Position the chairs so everyone can see the screen where you'll play the film. A projector is ideal as it can display the image on a larger scale, but a large TV will also work well.





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# THE RUNNING ORDER

**We've made a film of our Virtual Day trip around Woking, exploring different cultural venues and public spaces, meeting various experts along the way.**



The film is approximately **55 minutes** long. Simply press play, enjoy listening to our experts, and press pause when prompted to make a craft or participate in an activity.



Press **PLAY** – you will meet Annalees and Luna, who will introduce you to the staff and volunteers at the Brookwood Cemetery, followed by a tour of the Surrey History Centre.



Press **PAUSE** after the craft instructions to give you time to make your postcard.



Press **PLAY** when you have finished and are ready to resume your Virtual Day Trip. Next stop - The Lightbox.



Press **PAUSE** when you have finished watching Kate introducing the mindful writing exercise. Give yourselves 3 minutes to complete the task.



Press **PLAY** when you have finished the exercise, and you are ready to continue.

At the end, we visit the Shah Jahan Mosque, and then we will return to Luna and Annalees. The film will then **END**.



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## MEET YOUR EXPERTS

We met so many brilliant experts along the way. We think you'll enjoy meeting them too...

### **BROOKWOOD CEMETERY**

Glades House, Cemetery Pales, Brookwood,  
Woking, GU24 0BL  
[brookwoodcemetery.com](http://brookwoodcemetery.com)



#### **Kim**

Chairwoman of the  
Brookwood Cemetery Society  
[tbcs.org.uk](http://tbcs.org.uk)



#### **John**

Brookwood Cemetery Society  
Tour Guide  
[tbcs.org.uk](http://tbcs.org.uk)





## **Alison**

Brookwood Cemetery Society  
Tour Guide  
[tbcs.org.uk](http://tbcs.org.uk)



## **Pamela**

Brookwood Cemetery  
Volunteer Coordinator  
[brookwoodcemetery.com](http://brookwoodcemetery.com)



## **Alison**

Brookwood Cemetery Society  
Tour Guide  
[tbcs.org.uk](http://tbcs.org.uk)







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## THE SURREY HISTORY CENTRE

130 Goldsworth Rd, Woking, GU21 6ND

[surreycc.gov.uk/culture-and-leisure/history-centre](http://surreycc.gov.uk/culture-and-leisure/history-centre)



### **Julian**

Public Services & Engagement  
Manager



### **Lauren**

Events and Promotions Officer



### **Hannah**

Community Archaeologist



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## THE LIGHTBOX

Chobham Rd, Woking, GU21 4AA

[thelightbox.org.uk](http://thelightbox.org.uk)



**Sarah**

Director



**Heather**

Head of Learning and Engagement



**Kate McBarron**

Writer

[katemcbarron.co.uk](http://katemcbarron.co.uk)

[writetorelax.com](http://writetorelax.com)



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## THE SHAH JAHAN MOSQUE

149 Oriental Rd, Woking, GU22 7BA

[shahjahanmosque.org.uk](http://shahjahanmosque.org.uk)



**Mohammed**

Mosque Manager



## TEMPLATES & RESOURCES

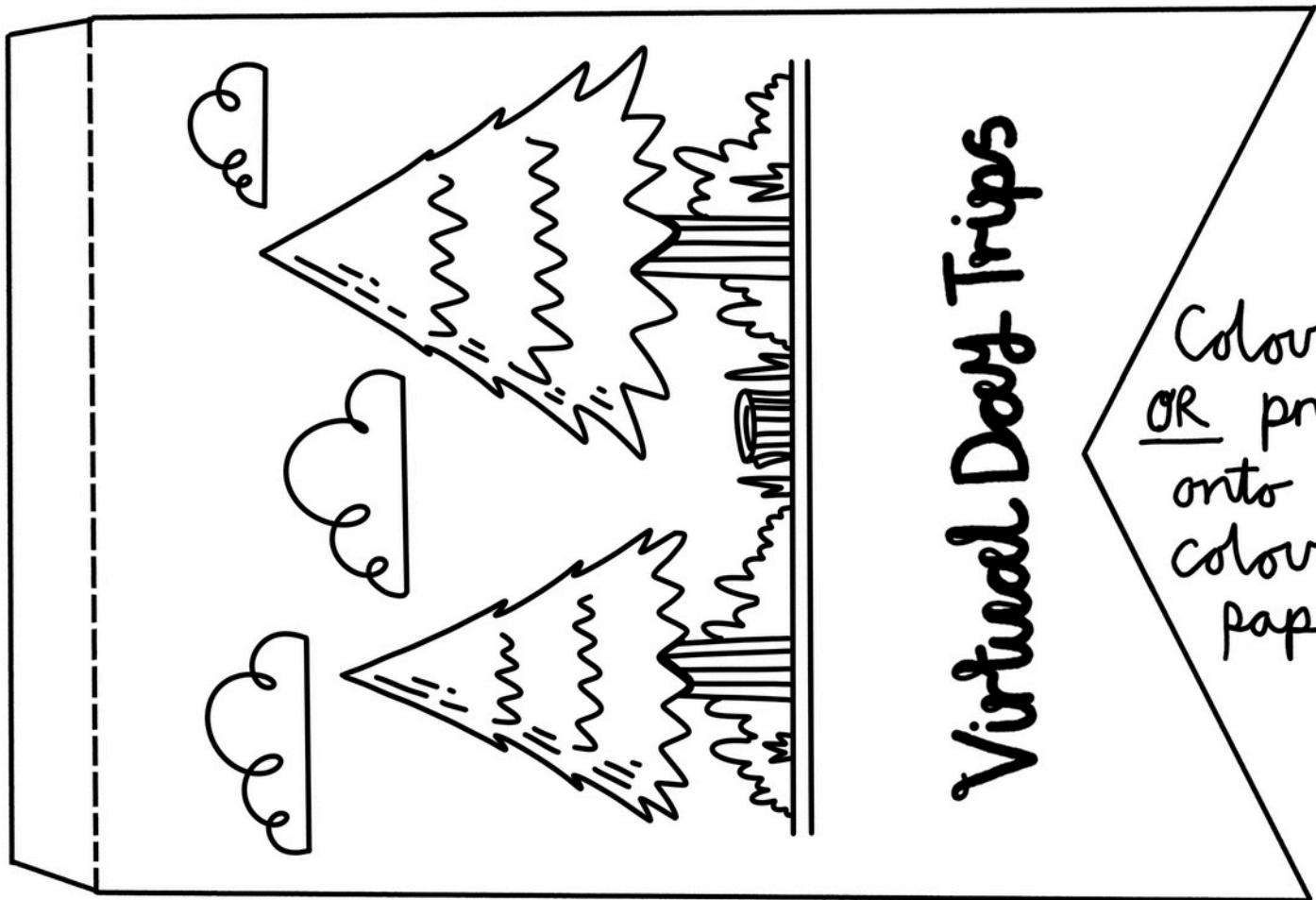


Bunting



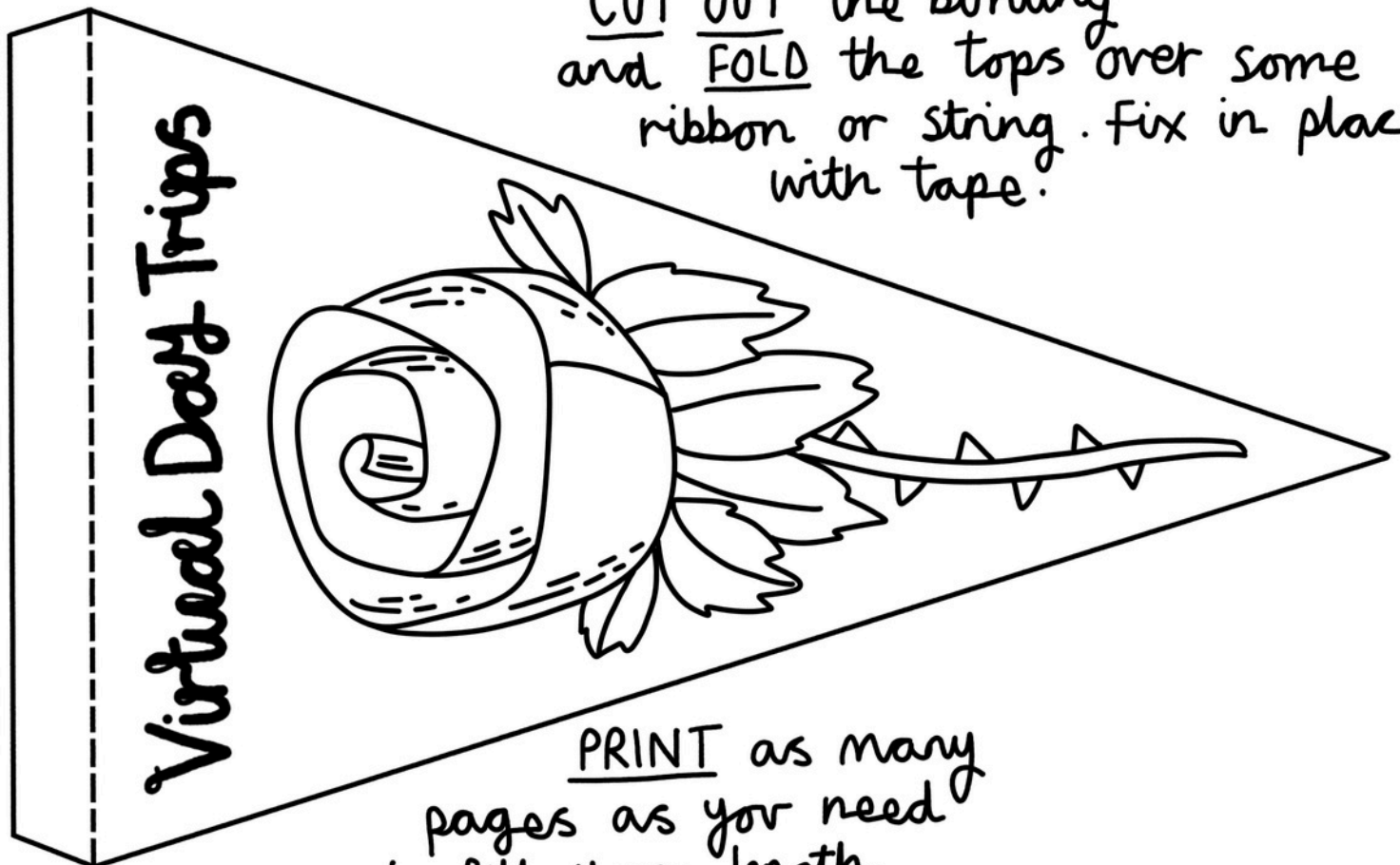
Postcard Template

# Virtual Day Trips **Bunting**



Colour in  
OR print  
onto  
colourful  
paper.

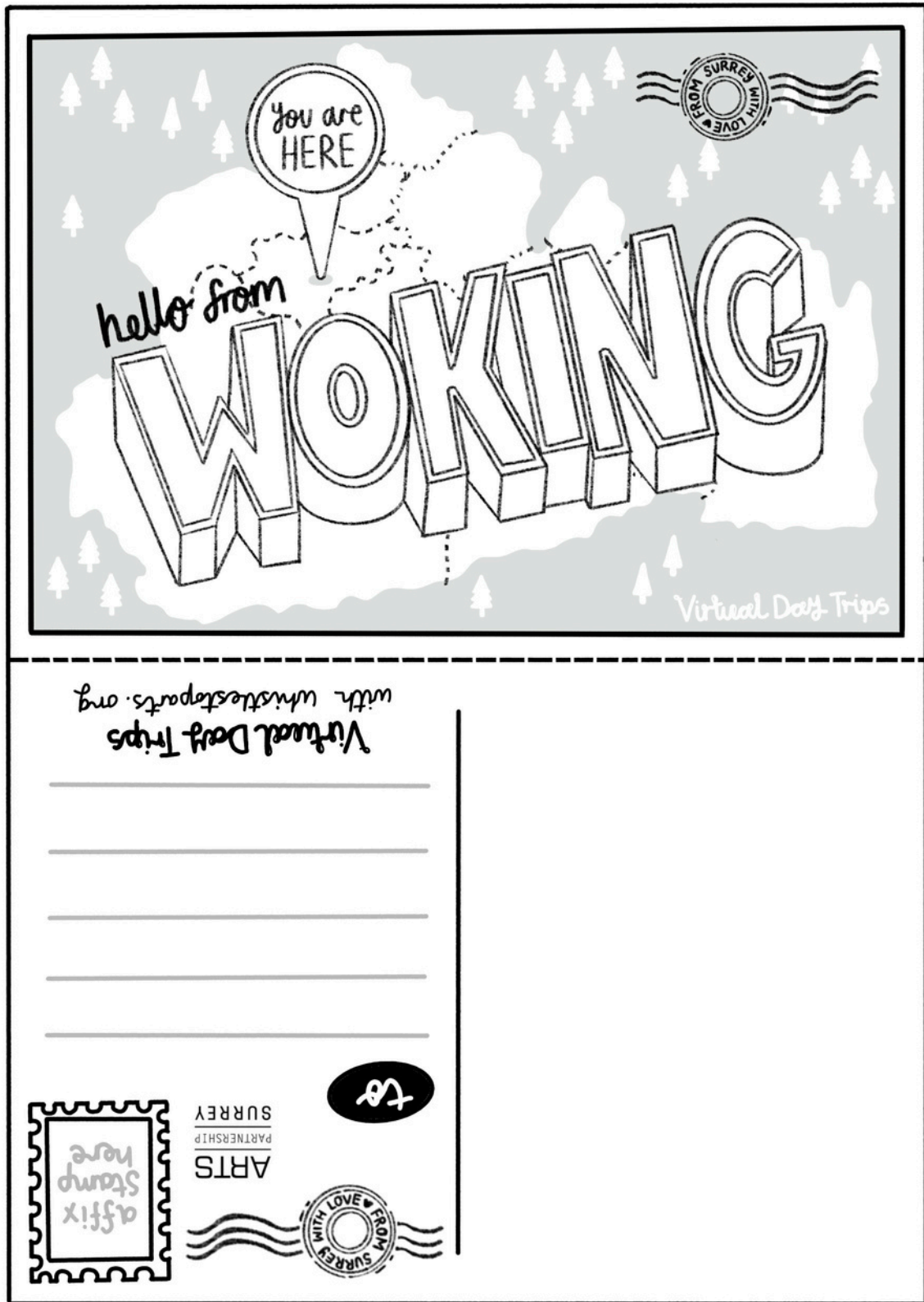
CUT OUT the bunting  
and FOLD the tops over some  
ribbon or string. Fix in place  
with tape.



PRINT as many  
pages as you need  
to fill your length  
of ribbon or string.



# Virtual Day Trips Postcard



★ Colour in, cut out and fold in the middle. Stick the two sides together with glue. Write your message and send.