

One Island. Many Voices. Shared Future.



Welcome!

Dear Host,

By hosting a TOC Conversation, you are doing something incredibly important for the Isle of Bute. You are shaping Bute's future.

Our bid to become the UK's first Town of Culture in 2028 will not be written in any boardroom. It will be written in our living rooms, our pubs, our community halls, and around our kitchen tables. It will be shaped by you, your ideas and the people you have gathered together.

As a TOC Conversation Host, you are the engine of this bid. You don't need to be a cultural expert or a professional public speaker. You just need to do what islanders do best: make people feel welcome and have a chat.

Inside this pack, you will find our Host Guidelines, Questions to spark your conversation, and Conversation Capture Sheets to write down the brilliant ideas you and your group come up with. There are Capture Sheets for you to fill in online at our online hub here: <https://rothesaypavilion.co.uk/toc/> if you prefer.

Our TOC Promise to You: Please tell your group that every single idea you write down today will be saved. Even if an idea doesn't make it into the final 2028 bid, it will be placed in the permanent Bute Ideas Bank to shape future opportunities and proposals on the island. Nothing is lost. Every voice matters.

Thank you for giving your time, your energy, and your voice to this journey.

Let's get talking.

Warmly,

Mhairi MacKenzie

Town of Culture (TOC28) Project Manager



OF THE TOWN

UK TOWN OF CULTURE

Host Name:

Date:

No. of Participants:

Phone:

Venue/Location:

Postcode:

TOC Conversation
Participant names:

Rothsay Pavilion is the Convenor and Delivery Partner for Bute's Town of Culture 2028 bid, working in partnership with Argyll and Bute Council, the Accountable Partner responsible for administering the funding. If you share your email address here, you will be added to the **TOC OF THE TOWN mailing list**, and held securely in the Pavilion's database so that we can send you updates, invitations and news relating to the Town of Culture bid submission and TOC Conversations.

(OPTIONAL) Participant Emails:

In line with UK GDPR, we'll only use your details for this purpose, won't share them beyond what's needed to run the TOC OF THE TOWN campaign, and you can ask to remove your details any time by emailing privacy@rothesaypavilion.co.uk

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Thank you for hosting a TOC Conversation!

By hosting a TOC Conversation, you're helping to make Bute's bid for UK Town of Culture 2028 the "TOC" of the town, and to create one of the biggest conversations our island has ever had about its cultural future.

However, our bid will only succeed if it is shaped by the real voices, experiences and ideas of people across Bute. And we know the best conversations don't always happen in meeting halls, committee rooms or online. They happen around kitchen tables, in local pubs, at club meetings, in workplaces, between friends and neighbours, and sometimes over the garden fence.

That's why we invite everyone to be part of the "TOC" of the Town conversations.

There are no right or wrong answers and no idea is too big, too small or too unusual. What matters is hearing what locals think about Bute, what makes our island special, and what amazing things we could all imagine and create together for 2028 and beyond.

Every voice counts. Every idea can help shape the TOC bid.

This pack gives you everything you need to host your own TOC Conversation, whether that's a chat with one neighbour, a gathering of friends, a club meeting, or a conversation with fifty people.

As a host, all you need to do is:

1. Set up your TOC conversation - aim for 30-45mins

"We're putting together Bute's bid to become Town of Culture 2028, competing against 14 other towns for the title. Win it, and £3 million comes to the island to deliver the most ambitious programme we can come up with, and that puts Bute firmly back on the map. But the only way to make a real bid is to hear from you first. What does culture mean to you here on Bute? What's missing? And what would you love to see happen by 2028?"

2. **Work through the following the 5 TOC questions** using them as prompts to get the conversation flowing. There are no right or wrong answers, comments or ideas. No idea is too wild, too difficult or impossible at this stage. Finish with "Last Words: The 2028 Headline Others Will Talk About!" There's room for everyone in this conversation. If you'd like to be involved in future tell us how.

3. **Take notes to record** you or your group's thoughts and ideas as you go on the capture sheets provided in the Host pack. (You can even draw picture if you prefer, let your creative juices flow!)

4. **Put the completed capture sheets** back in the envelope provided and post through the letter box at the Bank of Ideas in the High Street, Rothesay or put in your local collection box at the Anchor Tavern, Port Bannatyne, Kilchattan Bay Post office or Print Point, Rothesay. It is vital we receive your feedback to add to the Ideas Bank. No ideas will be lost this way. It's a way to make your voice heard

5. **Look out for TOC updates each week** on Bute Island radio, in the Isle of Bute news on facebook, instagram and our TOC info hub <https://rothesaypavilion.co.uk/toc/> the place you can also see what else is planned, or join in other TOC pop up events and conversations happening anywhere across the island over the next few weeks.

6 If you or your group members **prefer to get information straight to their inbox** we've created a dedicated email contact list expressly for that purpose and no other. Be sure to capture people's names, email address and their permission on the capture sheet and we will add them to the list.



OF THE TOWN

1

What is unique and special about Bute? What places, events, or traditions make you proud of Bute?

Notes, sketches and /or drawings of answers:

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OF THE TOWN

2

Who is missing out on Bute? What is missing from our cultural life that other places have?

Notes, sketches and or drawings of answers:

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OF THE TOWN

3

If we win the UK Town of Culture for 2028, what is your most ambitious idea for an event or project?

Notes, sketches and or drawings of answers:

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OF THE TOWN

4

How can this bid leave a lasting benefit after 2028? What could be different on the island by 2030?

Notes, sketches and or drawings of answers:

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OF THE TOWN

5

What role could you, your group, or your business play in making Bute 2028 a success?

Notes, sketches and or drawings of answers:

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What could be a great headline about Bute in 2028?

“

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Please return to the Bank of Ideas or Print Point, Rothesay

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Data Privacy and Use of Contact Details

1. Why we are collecting your information

Contact details collected through TOC OF THE TOWN digital forms or TOC conversations, idea submissions, and any related activities will be used to administer your participation in the UK Town of Culture 2028 bid process. This may include contacting you about your idea, helping you develop it, inviting you to take part in a presentation or showcase, and keeping you informed about the development of Bute's bid for Town of Culture 2028.

Rothsay Pavilion Charity is coordinating this activity and will manage this information through its secure contact management (CRM) system.

2. If we already hold your details

If you are already on the Rothsay Pavilion mailing list or a contact in the Pavilion's CRM, we will not create a duplicate record. Your existing record can be updated to reflect your involvement in Town of Culture 2028 and the TOC of the Town campaign. Being involved in TOC of the Town does not automatically change any existing communication preferences you have given us. Similarly, taking part does not automatically sign you up to receive general Rothsay Pavilion marketing communications.

3. Keeping you informed about Bute's Town of Culture bid

Where appropriate, we would like to keep participants informed about the progress of the bid, including opportunities to develop ideas, attend events, participate in the programme and hear what is emerging from the island-wide conversation. To stop these communications you can change your communication preferences or unsubscribe at any time.

4. Secure storage and access

Paper forms containing personal information will be

collected promptly and stored securely. Digital information will be held on password-protected systems. Access will be limited to authorised people working on TOC of the Town and the bid who need the information for their role. Personal contact information will not be included in publicly shared idea lists, reports or presentations without permission.

5. Retention and deletion

We will keep personal information only for as long as it is reasonably required to administer TOC of the Town and the Town of Culture 2028 bid process, meet any funding, reporting or legal requirements, and maintain communications that you have agreed to receive. Information that is no longer required will be securely deleted or destroyed. If you'd like to stay on our list beyond 2028, sign up to the Pavilion's newsletter before or during 2028.

<https://rothesaypavilion.co.uk/update/newsletter>
Your contact information will remain intact and not be deleted as long as you are listed on the Rothsay Pavilion mailing list or CRM, unless you specifically ask us to delete your record entirely (see Section 6).

6. Your data and your choices

You can unsubscribe, update or correct your details, or change your communication preferences by clicking on the links at the bottom of any email we have sent to you. If you'd like your entire record deleted rather than simply updating your preferences, you can also ask us to delete your personal information, subject to any legal, funding or reporting requirements to retain it, by contacting:

privacy@rothesaypavilion.co.uk

If you have concerns about how your data is used, you have the right to complain to the Information Commissioner's Office (ico.org.uk).