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**PACE CREATIVE ENTERPRISE SIGN-UP INSTRUCTIONS:**

Registering and signing up:

1. Register for the PACE project online via this link: (<https://my.kirklees.gov.uk/service/Employment_and_skills___Register_for_the_PACE_program?courseType=Entrepreneur>). Online registration is best, but if you can’t, don’t worry. You can register at the workshop on the day.
2. Register for the workshop of your choice online <https://www.paceproject.co.uk/> .
3. You will need to register in BOTH places so that you are counted for the project and you get onto the session of your choice.

At the session:

1. The session starts with an introductory ice-breaker activity and some basic administration to check everyone has registered for the PACE project, that we have your details on our register and that anyone NOT registered has completed a form. In addition you will need to complete the first part of an IAG form (supplied on the day) – a very quick process. 15-20 minutes
2. We will deliver the Creative session, which will last 1.5-2 hours and will be delivered by a workshop leader from Manasamitra
3. Short break – 15 minutes.
4. After the break, an Enterprise session lasting 1 hour will be delivered by Proper Job Theatre Company.
5. At the end of the session you will complete the second part of the IAG form.

If you have any further questions, please contact jacqueline@manasamitra.com