

All you need to know about Takeover Day

Y cwbl sydd angen i chi ei wybod am y Diwrnod Meddiannu

What is Takeover Day?

Takeover Day is an annual day on which museums, galleries, libraries, archives, arts and heritage organisations invite young people in and give them a meaningful role. You can involve one child or one hundred children. It's a day to come up with new ideas and empower them to contribute creatively to your work.

Where can we find children and young people to take part?

- **They're everywhere!** Look inside your museum. You are probably already working with children and young people that could get involved.
- Do school groups visit your venue? Why not invite them to step into a decision-making role on that day.
- Put up a poster in your museum to recruit children and young people or use social and local media.
- Contact organisations such as schools, youth services and other groups. For a full list of organisations to contact see our fact sheet 'So where do we find children and young people?'
- Ask staff and volunteers in your museum – many of them will work with children and young people and may be able to help.

How can Kids in Museums help?

- **Downloadable resources** from our website, including fact sheets and press release templates and case studies.
- We can also send you **free special packs** with certificates and stickers for the children and young people taking part as well as posters to put up in your museum on Takeover Day.
- **Expertise, advice and support** to make your Takeover Day a huge success. Just email your questions to takeoverday@kidsinmuseums.org.uk and one of our team will get back in touch.
- ...

Beth yw Diwrnod Meddiannu?

Mae Diwrnod Meddiannu'n ddiwrnod blynyddol pan fydd amgueddfeydd, orielau, llyfrgelloedd, archifau a sefydliadau celfyddydau a threftadaeth yn gwahodd pobl ifanc i mewn ac yn rhoi rôl ystyrlon iddynt. Gallwch gynnwys un plentyn neu gant o blant. Mae'n ddiwrnod i feddwl am syniadau newydd a'u hannog i gyfrannu'n greadigol at eich gwaith.

Ble gallwn ni ddod o hyd i blant a phobl ifanc i gymryd rhan?

- **Ym mhob man!** Edrychwch yn eich amgueddfa. Efallai eich bod chi eisoes yn gweithio gyda phlant a phobl ifanc a allai gymryd rhan.
- A yw grwpiau ysgol yn ymweld â'ch safle? Beth am wahodd yr ysgolion i wneud rôl ar ddiwrnod yr ymweliad sy'n gofyn iddynt gwneud penderfyniadau?
- Gosodwch boster yn eich amgueddfa i recriwtio plant a phobl ifanc neu defnyddiwch y cyfryngau cymdeithasol neu'r cyfryngau lleol.
- Cysylltwch â sefydliadau megis ysgolion, gwasanaethau ieuencid a grwpiau eraill. I weld rhestr lawn o fudiadau i gysylltu â nhw, gwelwch ein taflen ffeithiau 'Ymhle byddwn ni'n canfod plant a phobl ifanc?'
- Gofynnwch i staff a gwirfoddolwyr eich amgueddfa – bydd nifer ohonynt yn gweithio gyda phlant a phobl ifanc ac o bosib yn gallu helpu.

Sut gall Kids in Museums gynorthwyo?

- **Mae adnoddau i'w lawrlwytho** ar gael ar ein gwefan, gan gynnwys taflenni gwybodaeth, templedi datganiadau i'r wasg ac astudiaethau achos.
- Gallwn hefyd anfon **pecynnau arbennig** atoch gyda thystysgrifau a sticeri i'r plant a phobl ifanc sy'n cymryd rhan, yn ogystal â phosteri i roi yn eich amgueddfa ar Ddiwrnod Meddiannu, yn rhad ac am ddim.
- **Arbenigedd, cyngor a chefnogaeth** i sicrhau bod eich Diwrnod Meddiannu Amgueddfeydd yn llwyddiant ysgubol. E-bostiwch eich cwestiynau at takeoverday@kidsinmuseums.org.uk a bydd un o'n tîm yn cysylltu â chi.

- **Publicity** – Keep in touch about your event and we can tweet about it, send a volunteer to help with your event and use your event as a case study.

Six simple ways to take part in Takeover Day

- 1 Ask the children and young people themselves what they want to do. They'll have loads of suggestions.
- 2 Do a 'Be a Director for the Day' and appoint a child or young person to the post. Ask children and young people to take on a role at the museum including front of house, retail, operations or curators.
- 3 Need to get an event or activity organised? Ask the children and young people to plan and deliver it.
- 4 Ask for their thoughts and input on your website, activities, family trails and exhibitions. It's a great way to gather new ideas.
- 5 Get young people to take over your Twitter stream, write a blog or press release and help with your marketing and publicity.
- 6 Need a fresh perspective? Get the children and young people to look at a tricky issue in your museum.

- **Cyhoeddusrwydd** – Cadwch mewn cysylltiad ynglyn â'ch digwyddiad a gallwn drydar amdano, anfonwch wirfoddolwr i helpu gyda'ch digwyddiad a defnyddiwch eich digwyddiad fel astudiaeth achos.

Chwe ffordd syml o gymryd rhan yn y Diwrnod Meddiannu

- 1 Gofynnwch i'r plant a phobl ifanc beth maent eisiau ei wneud. Bydd ganddynt lwyth o awgrymiadau.
- 2 Trefnwch ddigwyddiad 'Bydda'n Gyfarwyddwr am Ddiwrnod' a phenodi plentyn neu berson ifanc i'r swydd. Gofynnwch i blant a phobl ifanc ymgymryd â rôl yn yr amgueddfa gan gynnwys rôl yn y dderbynfa, gwerthu nwyddau yn y siop, neu gallent ymgymryd â rôl weithredol neu guradu.
- 3 Ydych chi angen trefnu digwyddiad neu weithgaredd? Gofynnwch i'r plant a phobl ifanc ei gynllunio a'i redeg.
- 4 Gofynnwch am eu barn a'u sylwadau am eich gwefan, gweithgareddau, llwybrau i deuluoedd ac arddangosfeydd. Mae'n ffordd wych o feddwl am syniadau newydd.
- 5 Gadewch i blant a phobl ifanc ddefnyddio eich cyfrif Trydar, ysgrifennu blog neu ddatganiad i'r wasg a chynorthwyo gyda'ch gwaith marchnata a chyhoeddusrwydd.
- 6 Ydych chi angen safbwynt newydd? Gofynnwch i'r plant a phobl ifanc edrych ar fater anodd yn eich amgueddfa.