

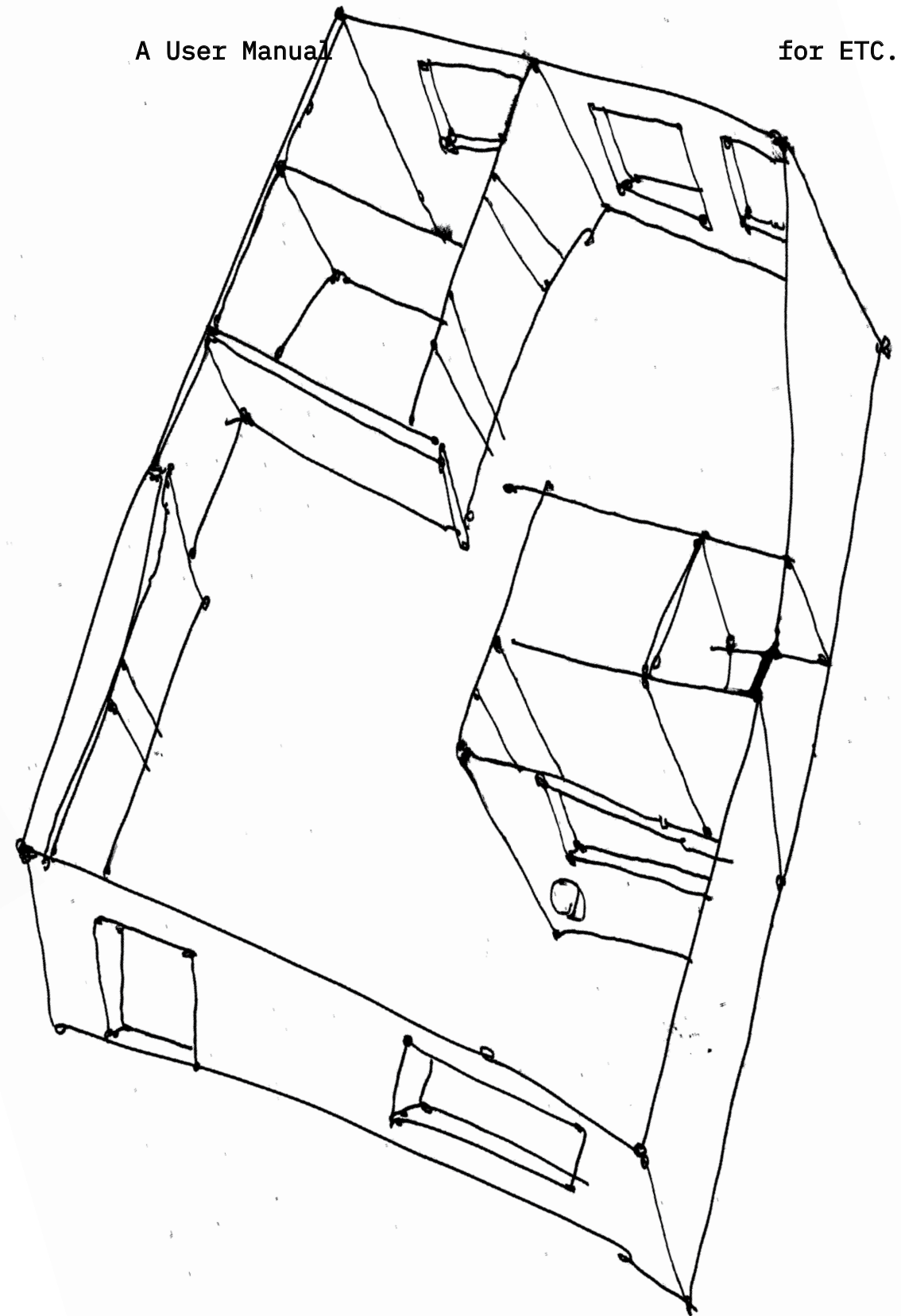
This user manual was designed and edited by Taylor "Tex" Tehan under the supervision of Sean Yendrys and Manuel Raeder. It was made as part of a graduation project in the MA for graphic design at the Estonian Academy of Arts in Tallinn, Estonia.

Illustrations: Urtina Hoxha

Typeface: IBM Plex Mono

Thank you to Sean Yendrys, Manuel Raeder, Ott Kagovere, James Langdon, Kasia Fudakowski, Urtina Hoxha, Pierre Satoshi Benoit and the entire crew in EKAGDMA.

This manual is free, and was produced on the laser printer in the graphic design studio at EKA.



CARE

ETC is a safe, positive and inclusive space that is free from harassment and / or discrimination and in which everyone is treated with dignity and respect. There is a zero-tolerance policy for racism, sexism, classism, homophobia, transphobia, biphobia, fat phobia, ableism, ageism or discrimination based on immigration status, ethnicity, religion, cultural and / or spiritual beliefs, or any other kind of oppressive language or behaviour.

Please give people a choice of whether they want to interact or not, do not force people to talk if they don't want to. Give people space so that they can move at their own pace.

Always have a non-alcoholic beverage available at an event.

Please ask before drilling holes in the wall or ceiling.

Please throw away trash when it is full. The dumpster is behind the building to the right.

Throw away cigarette butts when the ash tray is full outside.

Let someone know when the toilet paper is out.

No noise after 22:00h on weekdays and 23:00h on Friday and Saturday. ETC is located in a residential building, and we want to respect our neighbors.

Shovel the snow on the sidewalk and steps during the winter.

Remove the snow from on top of the awning. The weight will ruin it over time.

Last one out turns off the lights.

TROUBLESHOOTING

- 1

If there is an emergency in Estonia, please dial the following numbers:

110 is for the police
112 is for an ambulance and the fire department
- 2

There is also a First Aid Kit in the closet at ETC.
- 3

Tools break and accidents happen, but if this occurs while using a tool, please make sure to tell someone about it.
- 4

If no one should come to an event that you have decided to throw (which is a bummer), consider the reasons this could have happened. Tallinn is small, and sometimes events overlap. Perhaps Willie Nelson was performing, and everyone was there. This is nothing to be discouraged about. It happens. Make a cocktail for yourself, and do it again another time.
- 5

There are some stressful moments that can happen when you are organizing something at ETC, but make sure to remember that everything will be okay. It is important to remind yourself to have fun along the way!
- 6

Zip ties solve waaaay more problems than you think.
- 7

If you don't know how to use a tool, ask. We're happy to show you, and it's safer.

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INTRODUCTION

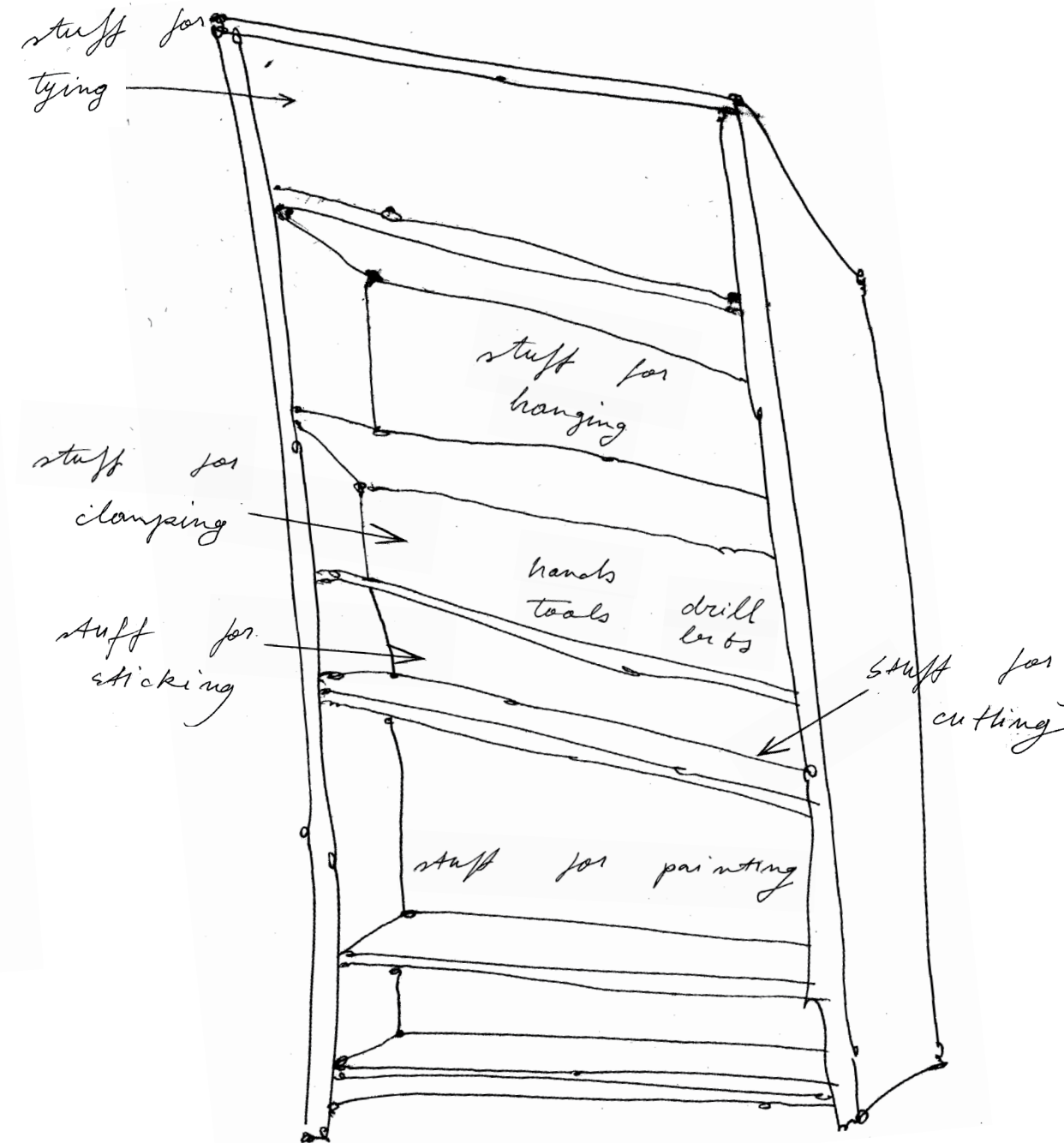
(Purpose of this Manual)

If you are reading this user manual, it likely means that you (or someone you know) has either been to ETC, or visited the ETC website. It could mean that you are planning to do something in the space. Perhaps you may want to create a similar project space, or you are simply curious about how this space operates. This manual is intended to explain the purpose of this space, who it serves, how it can be a useful tool for creativity, how to engage with ETC and a few of the possibilities within its walls. The manual took inspiration from several other user manuals associated with project spaces, namely Eastside Projects in Birmingham and Kunsthal in Ghent.

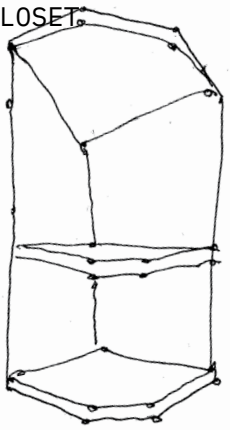
This project space is named ETC. Etc by definition means, "and other stuff," and is quite literally why this space exists ... for all of the other stuff we can do outside the walls of the institution. A place for experimentation in graphic design, curation, programming, building, interior architecture, etc (no pun intended), with the hopes of building a community that reaches further than the walls of our design studio at EKA.

ETC is located in a former dog grooming shop, one block behind the Estonian Academy of Arts in Tallinn, Estonia. It was started as a graduation project in the MA for graphic design, and is meant to explore the act of making space (both figuratively and literally), the number of gestures and actions performed in running a space, the importance of experimentation outside the walls of an institution and what supports are needed to facilitate certain activations for its operation.

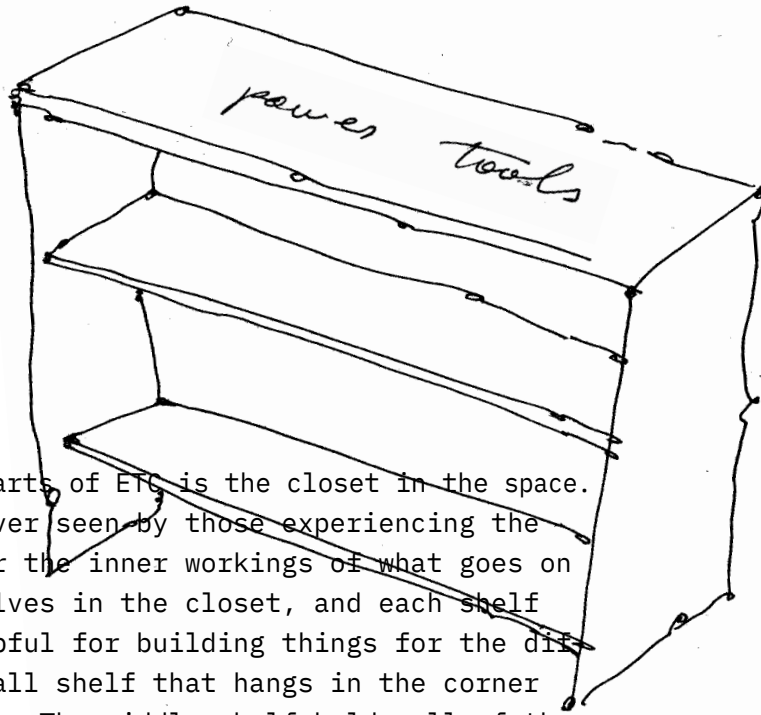
In the first draft of this manual, you will learn about a variety of supports that are intended to help in the process of inviting others to "experience" the space, and others meant to facilitate "hosting." You will also read about the actions



THE CLOSET



screws



One of the most important parts of ETC is the closet in the space. It is something that is never seen by those experiencing the space, but is essential for the inner workings of what goes on there. There are three shelves in the closet, and each shelf contains specific tools helpful for building things for the different activations. The small shelf that hangs in the corner of the room contains screws. The middle shelf holds all of the power tools and extension cords. The large shelf holds things for tying, hanging, clamping, sticking, cutting and painting stuff, along with drill bits and hand tools (hammers, pliers and screwdrivers). It is important that if you use something from the closet, that you return it to the correct place, preferably not broken.

(gestures) that play a part in activating ETC, along with a list of the tools available in the closet at the space. There is also a section in this manual for troubleshooting potential problems that may arise at the space, and a number of terms meant to organize the specific language used when interacting with ETC.

Please bear in mind that this is an evolving document, and also the very first draft of its kind for ETC. We appreciate feedback about how this could be a better manual, and there is an insert included in this manual for airing complaints. Please leave it at the project space, or ship it to our address at:

Niine 8A
Tallinn, 10414
Estonia

If coming to ETC, please note that it is located in a daylight basement, four steps below the ground level, and does not have wheelchair accessibility (yet). This user manual is downloadable for free on our website (www.etc-etc-etc.net).

Yours truly,
Temporary MGMT

Creating is when someone produces the content for what happens in the space. This could be designing, cooking, presenting or performing, among other things.

There are a number of support structures at ETC, and they have been placed into one of two categories. The first are intended to invite guests to participate in what happens in the space. Instead of using the word "communication" supports, we create another way of extending hospitality, as this is not just about informing people about a space, but inviting them to experience what happens there. Among these supports are a flagpole, a billboard, a window with two panes of glass, a front door, a metal display board and a sandwich board made with OSB.

ACTIONS
(Gestures)

So now, maybe it is important to talk about the roles that are involved in this space. Instead of defining the various positions as “roles” (which feels quite institutional and antiquated), it was decided to refer to these as “actions.” When referring to “roles” we can see a hierarchy, and often artistic or conceptual contributions might be thought of as more important than less glamorized tasks like sweeping up after an event, or washing dishes. Each of these “actions” are necessary for the running of Etc., and neither more or less important than another action.

The “actions” are (but not limited to) as follows:

- EXPERIENCING
- CARE TAKING
- COORDINATING
- HOSTING
- CREATING

Experiencing could be defined as someone who participates by being present in the space. They may or may not contribute to the dialogue at an event, but the simple act of being present is a contribution in itself.

Care Taking is defined by the unseen and invisible contributions within the space. It could be as simple as a person mopping the floor.

Coordinating is the planning that precedes the activation of the space.

Hosting is when someone guides the use of the space during the actual event.

BILLBOARD

We have a 212 cm wide by 88 cm tall billboard outside of ETC. The billboard is built as a box, with a useable OSB surface of 203.2 cm wide by 83.6 cm tall for placing posters. An 8 mm thick plexiglass sheet slides in front of the box. This can be used for placing vinyl on

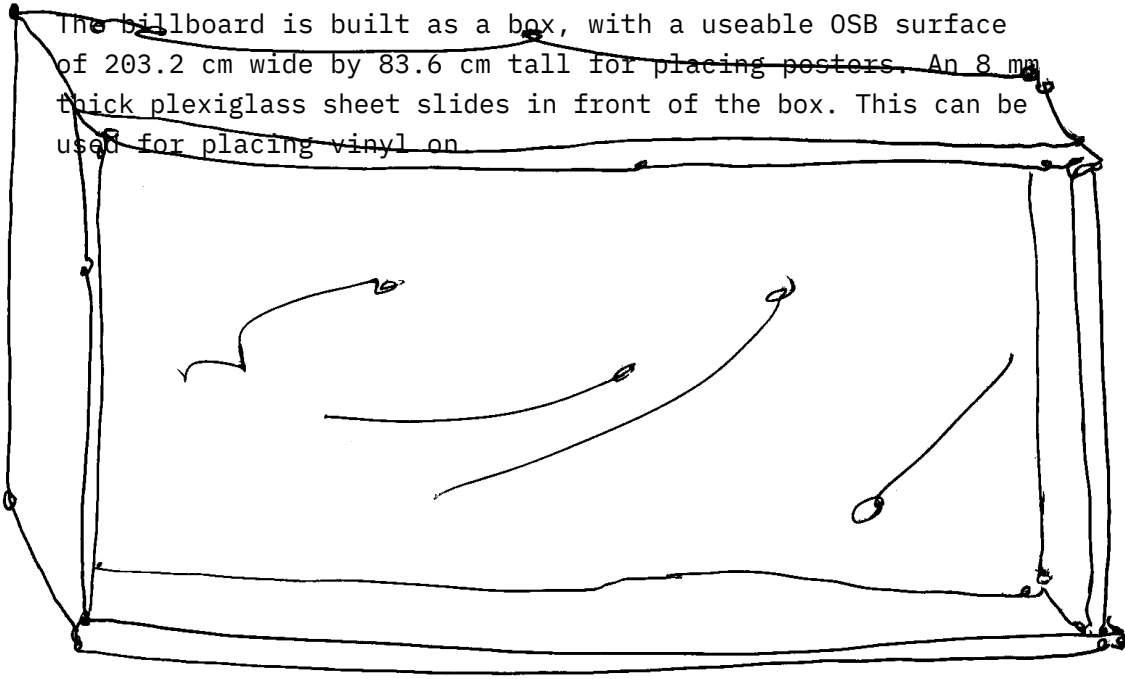
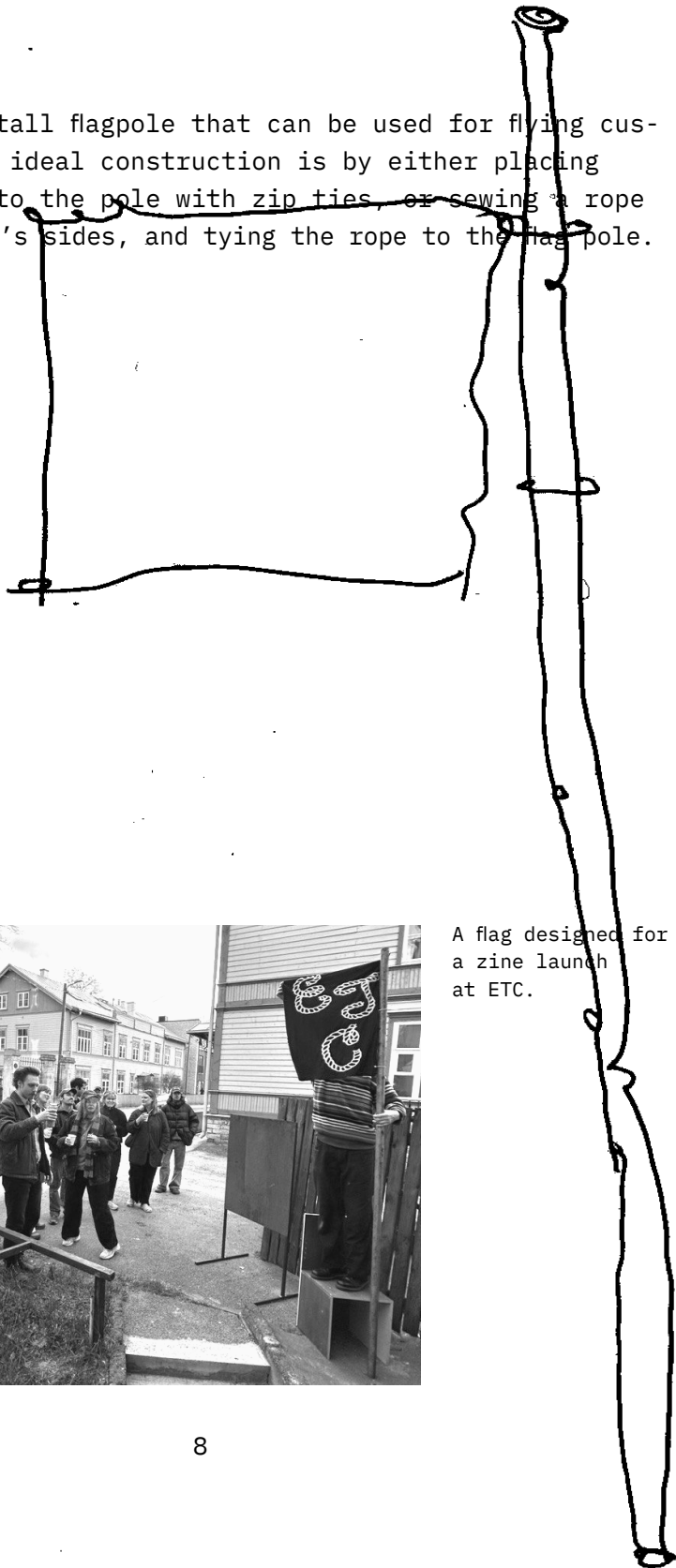


Image of the billboard above the front window of ETC., located at Niine 8a in Tallinn, Estonia.



FLAGPOLE

There is a 268 cm tall flagpole that can be used for flying custom made flags. The ideal construction is by either placing rivets to connect to the pole with zip ties, or sewing a rope into one of the flag's sides, and tying the rope to the flag pole.



A flag designed for a zine launch at ETC.

CEREMONIAL READING SEATING (CRS)

The CRS is a modular seating arrangement designed for reading groups. The seats are made with square tubing bases that are painted yellow, and a birch plywood seat. There are six isosceles trapezoids that can fit together in a number of ways to serve different purposes in the space. They are 100 cm wide by 29 cm tall by 32 cm deep, and are often used outside when the weather is nice. Each of the trapezoids can fit two people comfortably. There is also a slightly taller trapezoid (meant for the reader) that is 64 cm wide by 40 cm tall and 32 cm.

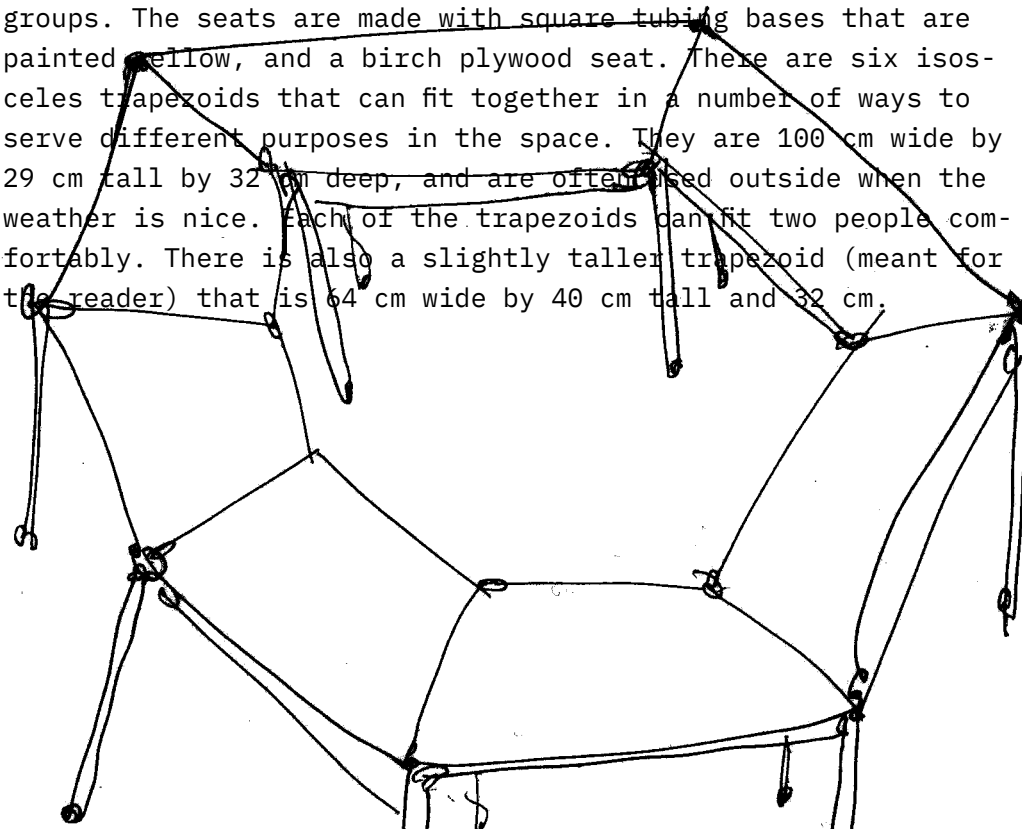


Photo of the CRS being used during Fair Enough Book Fair.

STAGE

The stage is 20 cm tall, 160 cm wide and 80 cm deep. It is lower than the other furniture, due to the space's height (227cm), and can seat two people for a talk comfortably.

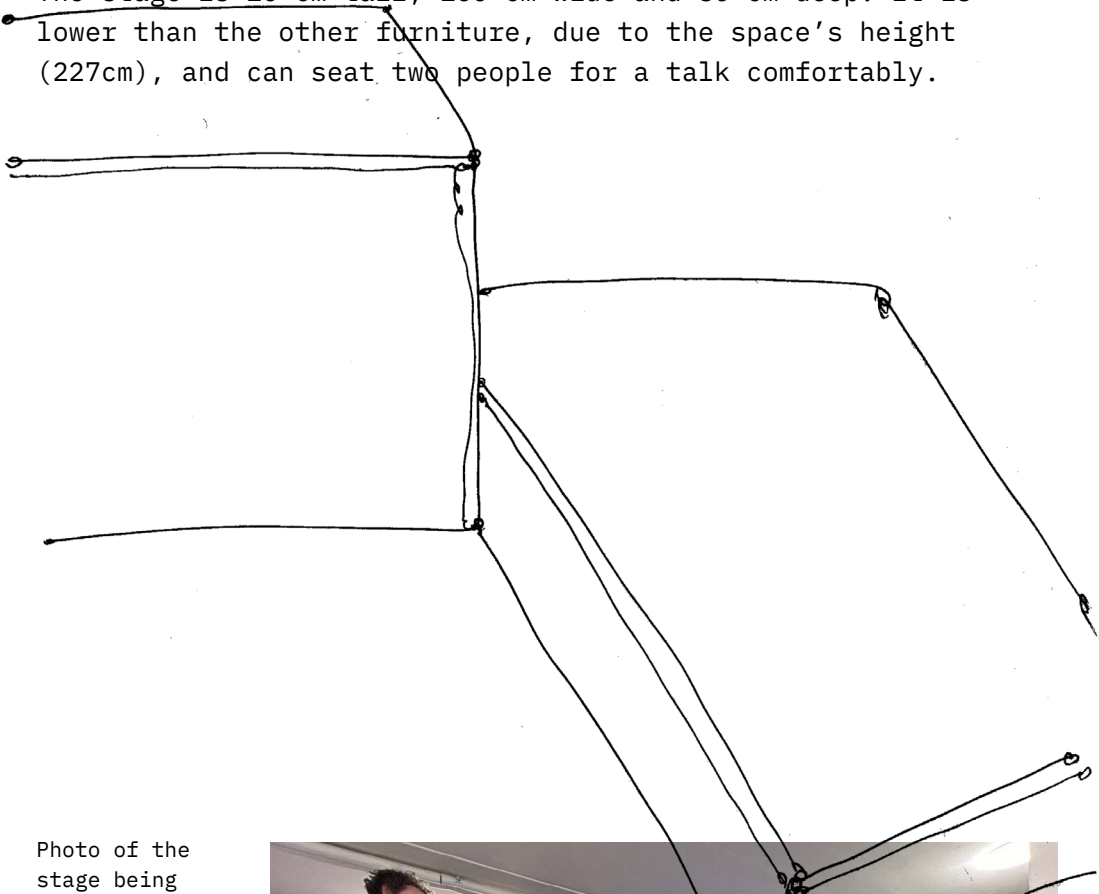


Photo of the stage being used in ETC during a zine launch.



FRONT WINDOW

The front window of the space is made of two panes of glass, in which the smaller is able to be opened to the street. We have broadcast a radio station from this smaller window. The larger pane of glass is 117 cm wide by 98 cm tall, and the smaller glass pane is 19.5 cm wide by 87.5 cm tall. The depth of the window sill is 42 cm. There are a number of possibilities for window displays, vinyl and postering.

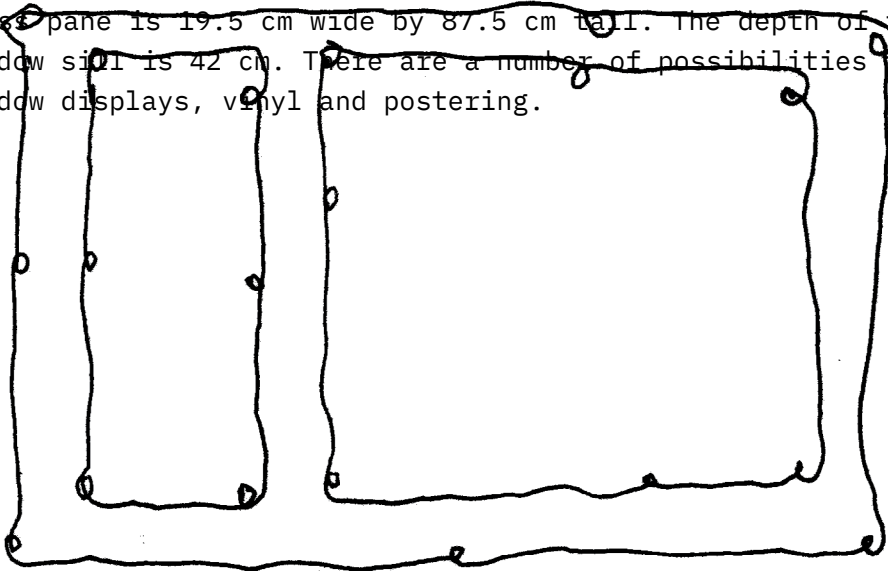


Photo of the front window with two panes in front of ETC.



FRONT DOOR WINDOW

There is a window located in the front door. The window is 47 cm wide by 102 cm tall, and is another opportunity to place vinyl or a poster.

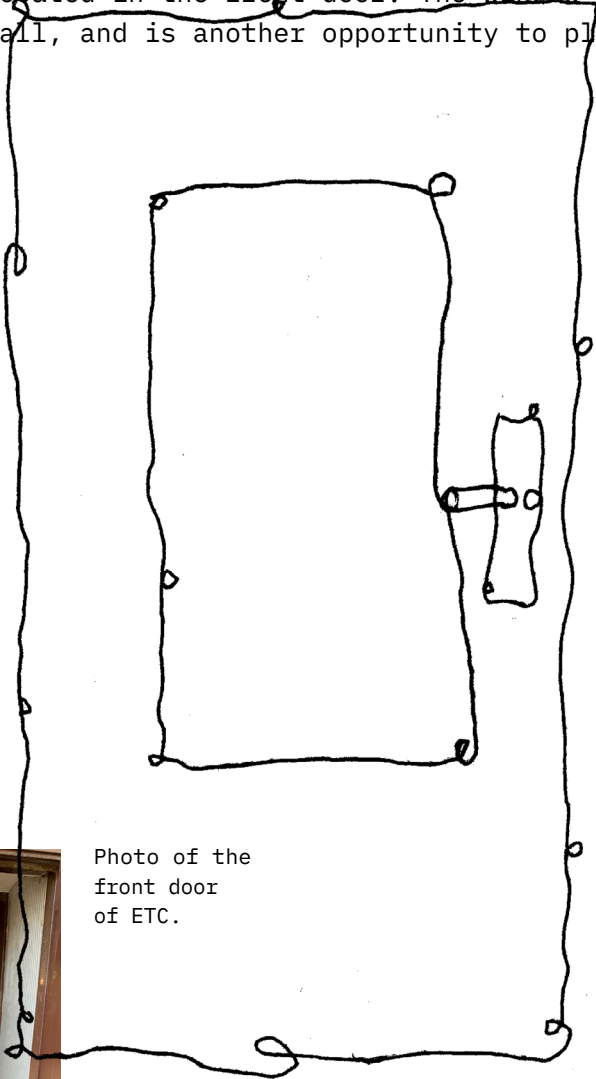


Photo of the front door of ETC.

OSB MODULAR SEATING SYSTEM (OSBMSS)

The OSBMSS is made up of eight 45 cm tall boxes. Two are 80 cm deep by 142 cm wide, two are 40 cm deep by 142 cm wide, two are 40 cm deep by 40 cm wide, one is 80 cm deep by 160 cm wide, and one is 40 cm deep by 160 cm wide. They can be arranged in a variety of ways in order to accommodate a number of different activations. It is encouraged to wear gloves when moving them around the space.

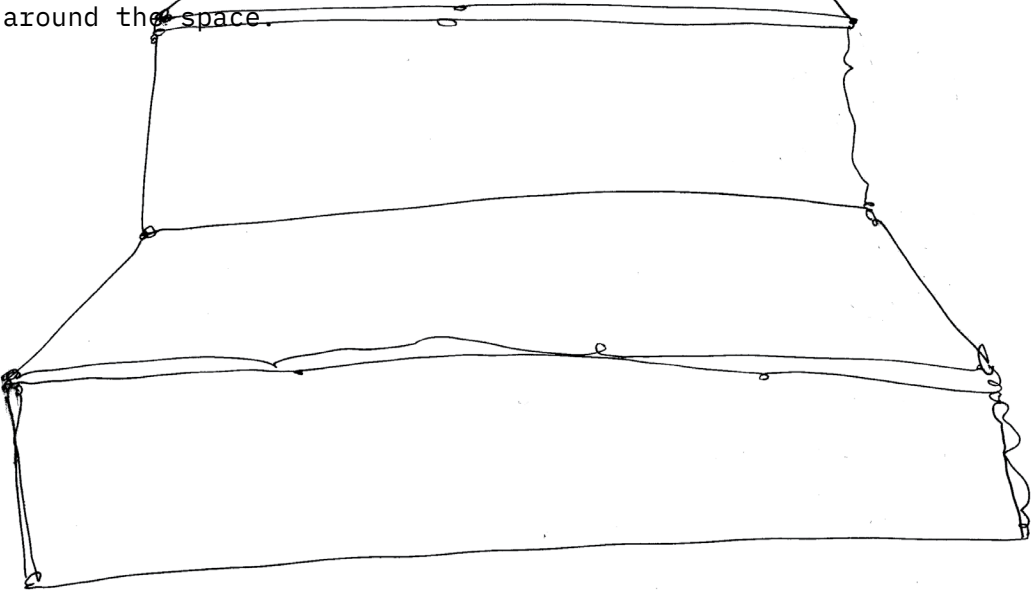


Photo of the OSBMSS during the Fair Enough Book Fair.

THE BAR

The bar is a large box. The front of the bar is 215 cm wide by 227 cm tall, and has a window for serving that is 89.5 cm wide by 68 cm tall. The window has a shelf that is 121 cm off the ground, is the width of the window and 35 cm deep for placing drinks. There is a hole cut out of the lower left side of the front facing bar that is 40 cm in diameter for placing trash. The side of the bar is 175 cm wide, and has an 83 cm wide door for entry. The door is cut in half and can be opened only on the top for serving or only on the bottom or both. The bar has a 243 cm wide by 78.5 cm deep kitchen counter with sink. It is equipped with various bartending and serving utensils, and a large amount of shelving for storage.

Photos of the bar at ETC.



METAL DISPLAY BOARD

The metal display board's total height is 202 cm, but the useable surface area is 80 cm wide by 98.5 cm tall. This is a nice place to display announcement posters with magnets or tape. There has been talk of trying to make an announcement with rust repellent since the metal is not galvanized. TBD.

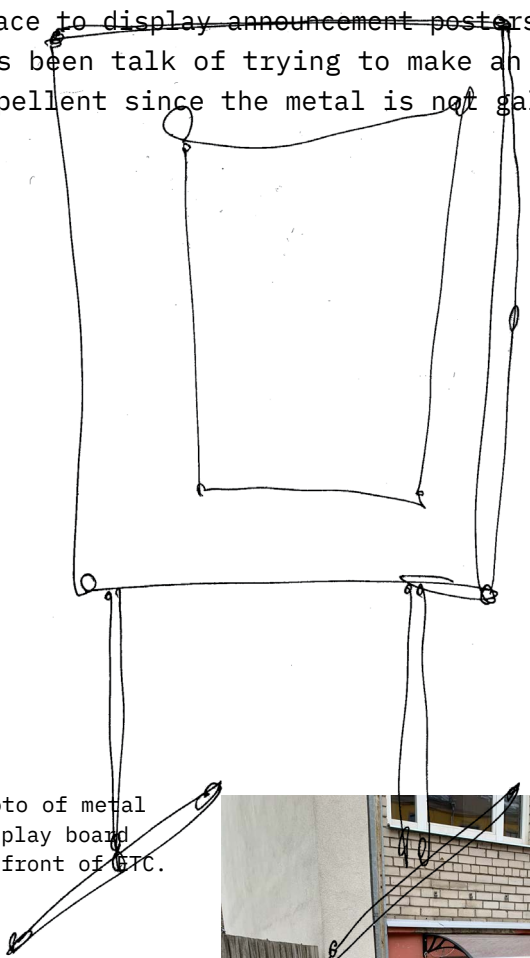


Photo of metal display board in front of ETC.



OSB SANDWICH BOARD

The OSB sandwich board is double sided, and is nice to place down the street to guide people to the space. The two panels for displaying posters are 62 cm wide by 100 cm tall.

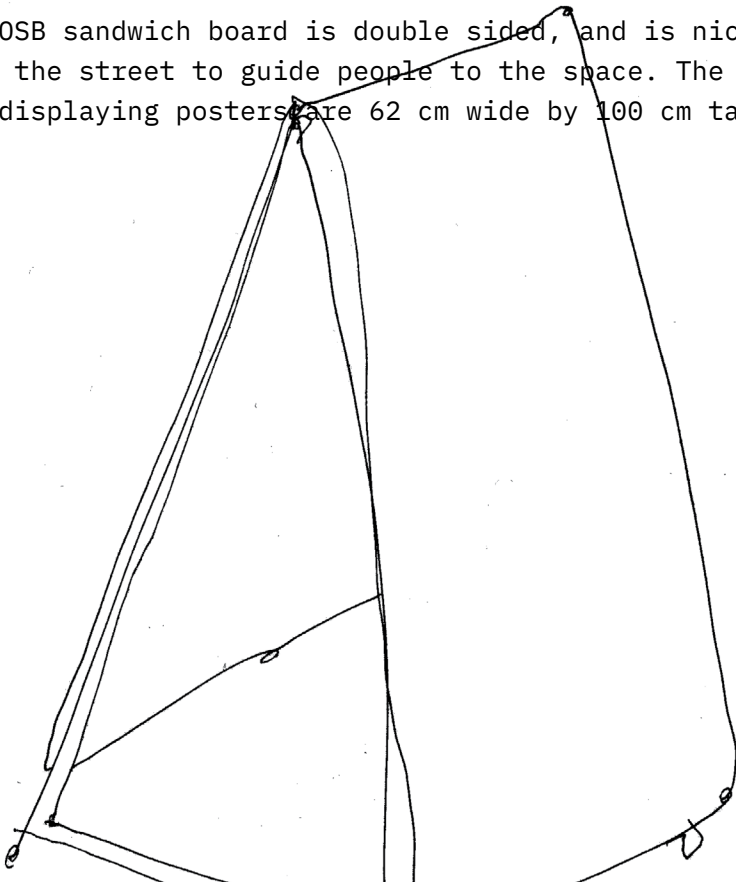
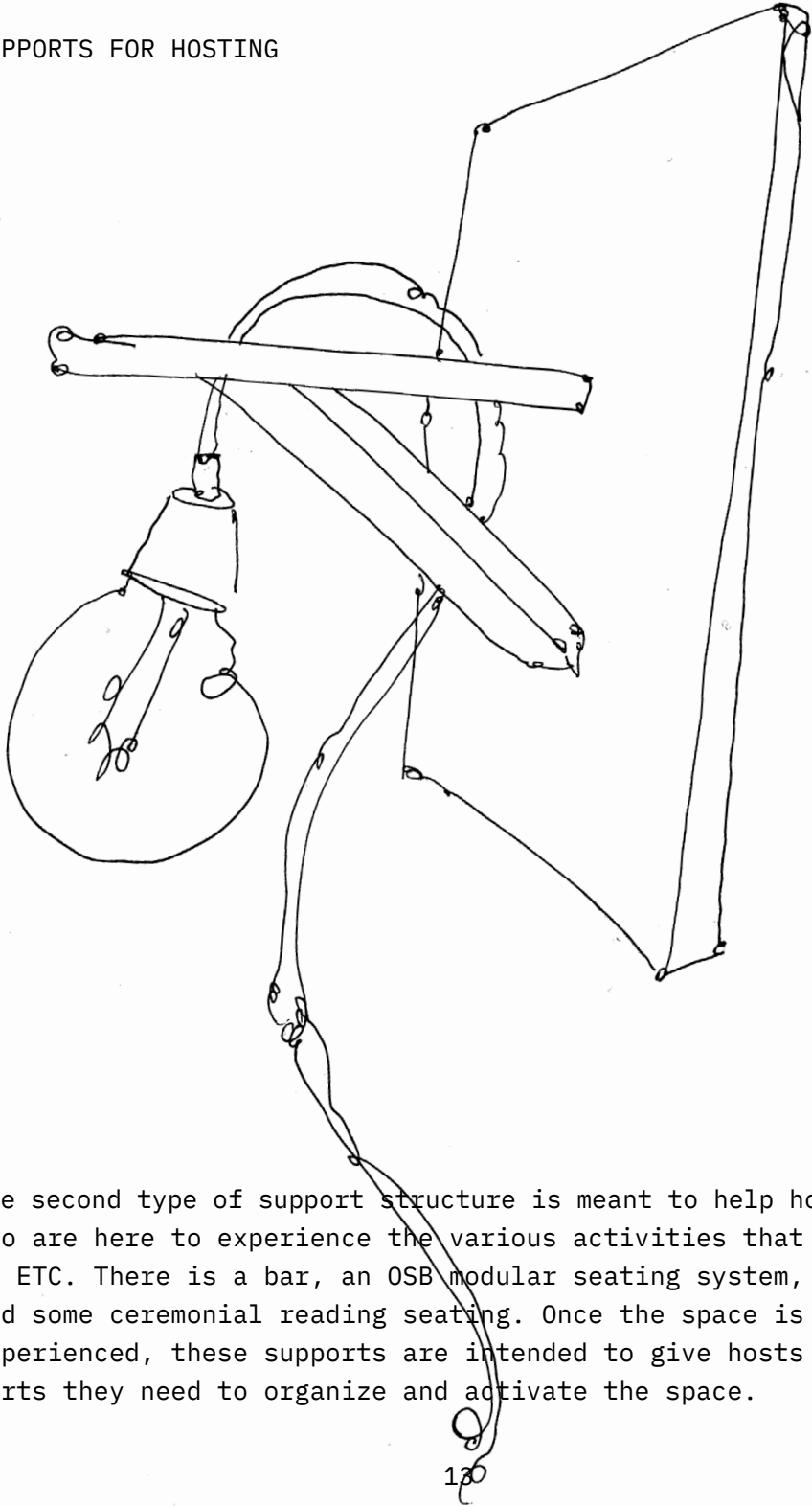


Photo of the OSB sandwich board during the Fair Enough Book Fair event.

SUPPORTS FOR HOSTING



The second type of support structure is meant to help host those who are here to experience the various activities that occur at ETC. There is a bar, an OSB modular seating system, a stage and some ceremonial reading seating. Once the space is being experienced, these supports are intended to give hosts the supports they need to organize and activate the space.