*Updated 8/20/2013*

**\*SUBMIT WEEK 9**

**10 Week Prompt Log for Workshop Group/Agency**:

**Season:**  Spring Summer Fall Other **Year:**             **Facilitator:**  

|  |
| --- |
| **Session #1**  Date:        /     / |
| **Items to cover this session**  Introduction to Write Around Portland and facilitator role, participant sign in, journal and pen distribution  Writing warm-up exercise  Create Group Guidelines |
| **Prompts/activities/exercises/discussions (include length of writes, if feedback was done, all prompts)** |
| **Break** |
| **Prompts/activities/exercises/discussions (include length of writes, if feedback was done, all prompts)** |
| **After the workshop**  Write and mail postcards  Check in with support person by phone within 24 hours  Type up and make copies of Group Guidelines to bring next week  Turn in sign in sheets with names and addresses (if Correctional Facility, get information for contact person on the outside (a friend or family member who can receive mail for them) |

|  |
| --- |
| **Session #2**  Date:      /     / |
| **Items to cover this session**  Review Group Guidelines  Writing element and discussion Element: |
| **Prompts/activities/exercises/discussions (include length of writes, if feedback was done, all prompts, name and author of writing sample, if used)** |
| **Break** |
| **Prompts/activities/exercises/discussions (include length of writes, if feedback was done, all prompts, name and author of writing sample, if used)** |
| **After the workshop**  Write and mail postcards  Check in with support person by phone within 24 hours  Turn in additional participant names and addresses, if any |

|  |
| --- |
| **Session #3**  Date:      /     / |
| **Items to cover this session**  Demographic surveys  Writing element and discussion Element: |
| **Prompts/activities/exercises/discussions (include length of writes, if feedback was done, all prompts, name and author of writing sample, if used)** |
| **Break** |
| **Prompts/activities/exercises/discussions (include length of writes, if feedback was done, all prompts, name and author of writing sample, if used)** |
| **After the workshop**  Write and mail postcards  Check in with support person by phone within 24 hours  Mail/turn in demographic surveys |

|  |
| --- |
| **Session #4**  Date:      /     / |
| **Items to cover this session**  Demographic surveys for participants who did not attend Session 3  Writing element and discussion Element: |
| **Prompts/activities/exercises/discussions (include length of writes, if feedback was done, all prompts, name and author of writing sample, if used)** |
| **Break** |
| **Prompts/activities/exercises/discussions (include length of writes, if feedback was done, all prompts, name and author of writing sample, if used)** |
| **After the workshop**  Write and mail postcards  Check in with support person by phone within 24 hours  Mail/turn in additional demographic surveys  Start considering participants who would be a good fit for Featured Writer interview  Prep for upcoming distillation exercise |

|  |
| --- |
| **Session #5**  Date:      /     / |
| **Items to cover this session**  Distillation Exercise (or modified distillation – check with your support person)  Midway evaluations |
| **Prompts/activities/exercises/discussions (include length of writes, if feedback was done, all prompts, name and author of writing sample, if used)** |
| **Break** |
| **Prompts/activities/exercises/discussions (include length of writes, if feedback was done, all prompts, name and author of writing sample, if used)** |
| **After the workshop**  Write and mail postcards  Check in with support person by phone within 24 hours (make sure to share Featured Writer recommendations)  Mail/turn in midway evaluations |

|  |
| --- |
| **Session #6**  Date:      /     / |
| **Items to cover this session**  Titles exercise or other revision exercise |
| **Prompts/activities/exercises/discussions (include length of writes, if feedback was done, all prompts, name and author of writing sample, if used)** |
| **Break** |
| **Prompts/activities/exercises/discussions (include length of writes, if feedback was done, all prompts, name and author of writing sample, if used)** |
| **After the workshop**  Write and mail postcards  Check in with support person by phone within 24 hours  Prep for revision pairs exercise |

|  |
| --- |
| **Session #7**  Date:      /     / |
| **Items to cover this session**  Revision pairs (or other revision) exercise |
| **Prompts/activities/exercises/discussions (include length of writes, if feedback was done, all prompts, name and author of writing sample, if used)** |
| **Break** |
| **Prompts/activities/exercises/discussions (include length of writes, if feedback was done, all prompts, name and author of writing sample, if used)** |
| **After the workshop**  Write and mail postcards  Check in with support person by phone within 24 hours |

|  |
| --- |
| **Session #8**  Date:      /     / |
| **Items to cover this session**  Titles exercise or other revision exercise  Review anthology submission instructions |
| **Prompts/activities/exercises/(include length of writes, if feedback was done, all prompts, name and author of writing sample, if used)** |
| **Break** |
| **Prompts/activities/exercises/discussions (include length of writes, if feedback was done, all prompts, name and author of writing sample, if used)** |
| **After the workshop**  Write and mail postcards  Check in with support person by phone within 24 hours |

|  |
| --- |
| **Session #9**  Date:      /     / |
| **Items to cover this session**  Writing process brainstorm and discussion  Collect anthology submissions and completed, signed forms  Time permitting, talk about the reading, invite and encourage participants to attend (as appropriate for your group) |
| **Prompts/activities/exercises/discussions (include length of writes, if feedback was done, all prompts, name and author of writing sample, if used)** |
| **Break** |
| **Prompts/activities/exercises/discussions (include length of writes, if feedback was done, all prompts, name and author of writing sample, if used)** |
| **After the workshop**  Write and mail postcards  Check in with support person by phone within 24 hours  Turn in all anthology submissions and completed, signed forms  Type up anthology submissions (optional)  Type up and copy the writing process brainstorm |

|  |
| --- |
| **Session #10**  Date:      /     / |
| **Items to cover this session**  Closure exercise  Final evaluation  Hand out copies of writing process brainstorm  Remind participants about the reading, as appropriate for your group (reading handout)  Offer participants the opportunity to donate to Write Around Portland (Not all groups – check with support person) |
| **Prompts/activities/exercises/discussions (include length of writes, if feedback was done, all prompts, name and author of writing sample, if used)** |
| **Break** |
| **Prompts/activities/exercises/discussions (include length of writes, if feedback was done, all prompts, name and author of writing sample, if used)** |
| **After the workshop**  Write and mail postcards  Check in with support person by phone within 24 hours  Turn in evaluations, this log, fundraising remit envelopes, reading sign-ups, snack receipts and all other workshop materials  Turn in completed sign-up forms for the reading  Complete a facilitator evaluation (located: http://www.writearound.org/facilitators/index.html). Return within 1 week. |