

“Let’s Write!” Secret Santa Exchange!

The holiday seasons are coming up and it’s time to prepare gifts...

This exchange welcomes stories and art: both original and fandom based! We’re putting this on in the spirit of gift-giving and we hope to have you join us! Please be sure to read **all** rules carefully and fill out the Google Form in a timely manner!

If you have any questions, feel free to let @Staff know!

- **What’s this? :**

The LW Secret Santa is an exchange hosted on Ao3 (Archive of Our Own) with the intentions of getting people into the spirit of creativity and generosity for the holiday season! People that sign up will be given a list of prompts that their giftee has requested and it will be their job as a Secret Santa to create something magical for them! Just uh, don’t let them know you’re doing it or you’ll spoil the surprise.

Both stories and art will be allowed, so be sure that you only sign up if you know you can complete your assignment! Below, there is a schedule that will give you an idea as to what to expect, so look it over before agreeing to do this!

- **Schedule :**

Here is the schedule for the Let's Write! 2019 Secret Santa Exchange:

- **November 10th**: Sign-Ups are open: please fill out the Google Form provided by the Mods!
 - **November 24th, 11:59 pm CST**: Sign-Ups are closed!
 - **November 25th**: Assignments will be passed out and our Santas will begin their creations! The Ao3 Collection will also be opened for posting! (If you have questions about posting, don't worry! We'll walk you through it!)
 - **December 10th**: A wild Check-In appears! This will let the Mods know how you're doing and if you need to drop out, please let us know ASAP so we can plan accordingly!
 - **December 20th, 11:59 pm CST**: Gifts are due! Don't worry, you can still make last minute edits after you've posted, but keep in mind that we will be checking works to be sure they are actually completed!
 - **December 25th**: Gifts will be revealed in the Collection! Yay!
 - **December 26th**: Amnesty period for posting will begin. (Note: if you feel you can't post by the 25th but know **for certain** that you will still complete your gift, please contact a Mod and let them know!)
 - **December 30th, 11:59 pm CST**: Amnesty period for posting ends!
 - **January 1st**: Creator reveal date and the official end of the Secret Exchange!
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- **How does it work?**
 - **Sign-Ups:**

You'll fill out the sign-up form provided by the Mods to input your requests and your offers so that you can be paired up as a Secret Santa with a Giftee and vice versa! Try to fill these out with as much variety as possible so we can pair you up with someone that will enjoy creating your requests.

You will be asked to either request a minimum of two fandoms and one original work, one fandom and two original works, or three original works. This is to make sure that your Secret Santa can provide you a gift in case they are not familiar with the fandoms you participate in (though we will do our best to pair you with someone who is)! There will be a total of ten slots that you can fill with requests, so feel free to fill out as many as you can.

There will also be examples on the Google Form that you can reference for how to fill up your Sign-Up sheet, so don't worry! @Staff will also be more than happy to help you if you hit a hiccup.

Be sure to have your form completed **on time** so that you will be included in the exchange!

- **Assignments:**

A Mod will contact you with your assignment, so be sure to either have your Discord DMs open or friend a Mod so that they can message you your assignment!

As soon as you have your assignment, do your best to get started on it as soon as possible since you will have limited time to complete it! If you have any questions about the requests or the form itself, **do not contact your Giftee**. Contact a Mod and we will help you get things figured out! Remember: the point of it is for it to be a secret!

If for some reason you have received your assignment, but need to drop out of the exchange, **please** let us know ASAP so we can find a replacement Santa! We understand that life gets in the way sometimes, so we want to do our best to work with you!

As for the Ao3 Collection... We will be providing another document specifically for walking you through the process of posting your work, however we want to encourage you to sign up for Ao3 now if you do not already have an account! It takes time for an invite to be sent out, so be sure you do it as soon as possible.

Sign up for it here: https://archiveofourown.org/invite_requests

- **Check-In:**

We will be sending out emails with a form attached so we can get an idea as to how far everybody is with their projects! If you need to drop out, this is a good time to let us know so that we can find a replacement Santa! The Check-In will be mandatory, but will only take you a few moments to fill out, so be sure to be on the lookout for it or we will assume something has come up.

- **Gift Due Date:**

This will be the date that your gifts are due. When you post your work to the collection, they will show up as “Mystery Work” gifts for the recipients. You will be able to edit them once they are posted, but be sure that they are **completely** finished before the reveal date! Once again, we will be posting a guide to help you through the posting process to keep it as stress free as possible.

- **Gifts Revealed Date:**

This is the day that the Mods will reveal your work for your recipient (and the world) to see! Your name will remain anonymous until the Creator Reveal Date, while your gift recipient will receive an email with a link to their gift. They can also go to their “Gifts” page on Ao3 to find it!

At this point in time, Santas will only be able to respond to comments on their work as “Anonymous Creator”, so be sure to continue keeping your secret until the Creator Reveal Date!

- **Amnesty Period:**

This is for the Santas who had something come up IRL, but still planned on completing their projects. Think of it as a grace period where we'll still allow you to post the story without a fuss: but **please let us know if you will be dropping out** as soon as possible so we can put together a gift in your place!

- **Creator Reveal Date:**

On this date, we will finally reveal our Creators! You may now openly interact with your giftee and reveal your secret identity!! This will also mark the official end of the Let's Write Secret Santa Exchange and the Mods will slip you a quick survey to fill out. Filling that out will greatly help us improve future events!

Pat yourselves on the back for making it to this point, and thank you for participating!

- **Rules :**

- Be sure you read over things carefully! If you're unsure about something, don't hesitate to ask @Staff!
- Submissions may be any rating so long as they respect your recipient's requests and are clearly marked with content warnings if they're needed.
- Submissions must be focused around one (or more) of your recipient's requests.
- Writers will be required to write a 500 word minimum story, but it can be as long as they want so long as they complete it on time.

- Artists can use traditional or digital formats with no maximum or minimum canvas size, though at this current point, we are not allowing photo manipulations. If you have something else in mind for art that wasn't mentioned here, please contact a Mod so we can discuss it!
- Gifts cannot be something that has previously been posted!
- **Do not** discuss your assignment publicly until we have revealed the creators! The point is to keep the gift and Santa a secret!
- Have fun! Our goal is to get together and make one another smile, so try to strive to make your best gift yet!

If you have any questions or concerns, please contact @Staff ASAP so we can help!