In-Person Write-In Guide

For in-person events, here are some tips to help you set up your event.

When Planning an In-Person Event

1. **Online options for gauging interest in your event:**
   a. **Discord:** Gauge interest in your event via the #event-planning channel on Discord or via our Facebook group. (NOTE: you can put up a poll to narrow interests for days or times).
   b. **Facebook group:** Talk to Karla (Pikagirl) who runs the group.
   c. **Instagram:** If you want to post on our Instagram account, please DM Rogue Storm on the Badger High Council.
2. **Decorum:** Please be respectful, friendly, polite, and encouraging when proposing an event.
3. **Where to host:** *BWB will not approve or promote any events held in private homes,* however, here is a list of potential meet up locations:
   a. Cafes
   b. Coffee shops
   c. Bookstores
   d. Libraries
4. **Scout out your location ahead of time:** You want to look for things like tables and seating arrangements and locations of power outlets. This is

a perfect time to speak to management about accommodating your event.

5. **Group size matters:** While smaller groups (up to 5 people) shouldn't have any problem just showing up to a location, larger groups should call ahead and let the venue manager know you'd like to come by. While it's not required, it's considerate of the location's need to turn tables during what may be their busiest times, and will help ensure you have the space to sit and work.

6. **Plot out activities:** You may wish to discuss possible activities ahead of time, such as word wars, word sprints, icebreaker questions, planned discussions about writing, etc. Having activities makes the event more interactive, and perhaps less awkward for folks who don't know each other to be doing nothing except writing silently.

7. **No event conflicts please:** Your Badger High Council folks put a lot of time and effort into planning the Official Write-Ins. Please do not set up events that conflict with official events; we will not approve or promote them.

Once you've selected your date, time, and location

1. **BWB calendars:** Inform the Badger High Council and we will add it to the official BWB Google and Discord calendars.

2. **Need support?:** Let us know if you need social media or other support.

On the day of your Write-In

1. **Outlets:** Consider bringing at least 1-2 extension cords and power strips to accommodate tables not near an electrical outlet. Including a surge protector to accommodate the number of Badgers attending is handy when you have more Badgers than outlets.

2. **Recognizing you:** Badgers may show up without RSVPing. Make it easy for them – outline in the event listing any easily identifiable clothing you may wear, stickers on laptops, etc. – anything to help people find you.

3. **Show up early:** Be there about 15 minutes early, so that you can welcome folks to your event, and get to know them as they arrive. You can also troubleshoot tech problems should they arise.

4. **Remember, you're the host:** Make everyone feel welcome and included. It's also okay to have some participants not participate in a word war or other activity but keep writing.

5. **Don't be afraid to ask other writers to join you:** Chances are, they might be looking for your group or just need some accountability.

6. **Support the business:** If you're writing in a restaurant or any business, please be courteous and respectful of your hosts and fellow patrons. Support them by buying something while you're there. Not only does this engender goodwill in the community about BWB events and the people involved, it also ensures we will have places to hold BWB events in years to come.

Thank you

By hosting an event, you're helping yourself and your fellow Badgers reach their goals.

If you have further questions, contact the Badger High Council either in Discord or via email at BostonWritingBadgers@gmail.com.