

Community Archiving Workshop - Southeast Training of Trainers

Day 1: How to Plan a CAW - Wednesday, March 27, 2019, 11:30 am - 12:00 pm

MODULE: THE CAW COLLABORATION

TIME: 30 min.

LEARNING GOALS:

- To understand the core tasks that make a CAW possible and the practical requirements of an organization, collection and space
- To understand the various roles and responsibilities necessary to carry out the tasks (and if possible follow-up), differentiating among the contributions of a planning group, a partner, and volunteers
- To become familiar with documents that help with CAW organization and support good partnerships
 - For this project:
- To understand what is required to make the TOT CAW a success.
- How do we all work together?

SESSION STRUCTURE:

Time	Content/activities:	Teaching Approaches/Trainer
30 min.	Trainers breakdown planning leading up to a CAW event day - Assembling a planning committee, roles during planning, how to work with partners, space requirements, review of agreements, how to do outreach, general planning timeline, assigning roles the day-of, possible additional activities day-of, roles post-CAW & follow-up with partners.	Presentation slides. Handbook sections referenced - http://communityarchiving.org/getting-started/ http://communityarchiving.org/before-the-workshop/

EQUIPMENT & RESOURCES:

- Computer and projection equipment for presentation slides
- Presentation slides