COMMUNITY ARCHIVING WORKSHOP
CALIFORNIA TRAINING OF TRAINERS

Instructions to Participants

Dear _____ ,

We are excited to begin the first webinar for the Community Archiving Workshop Training of Trainers. **The webinar will be held on [date, time]**.

We will connect using [platform, instructions, contact for problems]

We are asking all participants to do three things in preparation for our meeting:

1. **Please send to [contact] a brief summary of the following**, along with a few photos of your organization and archival collections that we can use in our presentation.
   ● Your mission and basic programs
   ● The communities you serve
   ● How many staff, members and regular volunteers you have
   ● The types of archival collections you hold, in particular your audiovisual holdings - approximate number and formats (feel free to refer to California Revealed's [AV Format Guide](#))

2. **Watch videos** that document two different Community Archiving Workshops that were organized by the NYU's Moving Image Archiving and Preservation (MIAP) Program. Reflect on what you see and take notes. Questions to consider are below.
   ● APEX Community Archiving Workshop in Santiago, Chile with the local community television station Señal 3 La Victoria: https://vimeo.com/171161573
   ● Community Archiving Workshop in New York City with Black Public Media (formerly National Black Programming Consortium): https://communityarchiving.org/workshops/2016-new-york/
   ● Extra credit! Community Archiving Workshop in New York City with Downtown Community Television Center: http://communityarchiving.org/workshops/2015-newyork

3. **Browse the Community Archiving Workshop website** at [communityarchiving.org](#). The pictures of "[Past Workshops](#)" are particularly fun to flip through. Be sure to review "[Before the Workshop](#)" tasks. Reflect on what you see and take notes.

For example, you can record your observations about such areas as: the overall CAW process, necessary tasks, roles and responsibilities, and forms of collaboration.

Please come prepared to discuss:
- What are the one or two top things you hope to learn by the end of training? Be as specific as you can. In other words, instead of stating "how to run a CAW", you could be more specific. You might have a need to learn organizing tasks like how to choose a collection for a CAW or how to do volunteer recruitment. Or you might place as a priority skills such as how to gauge the condition of films or how to design a data template to collect description for the materials.
- What do you feel most confident about in terms of CAW planning and delivery? What skills/knowledge do you feel you will bring to the training and CAW planning?

We look forward to our discussion!

As a reminder, the second webinar will be held on [date] from [time] via Zoom again.

And we look forward to seeing you in [on-site location] for the on-site training [dates]. **Many thanks to [partners] for hosting our training!** The agenda can be found here: [link].

Please feel free to call [contact] at [phone #] or email us if you have any questions or concerns.

Best regards,
[trainers names and emails]