*Updated 5.13.14*

**\*SUBMIT WEEK 8**

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

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

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| **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) |

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| **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 |

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| **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 |

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| **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 a Featured Writer Interview[ ]  Prep for upcoming distillation exercise |

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| **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 |

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| **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 |

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| **Session #7**Date:      /     /       |
| **Items to cover this session**[ ]  Revision pairs (or other revision) exercise[ ]  Review anthology submission instructions |
| **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 |

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| **Session #8**Date:      /     /       |
| [ ]  Revision exercise[ ]  Collect anthology submissions and completed, signed forms |
| **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 [ ]  Turn in all anthology submissions and completed, signed forms[ ]  Type up anthology submissions (optional) |

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| **Session #9**Date:      /     /       |
| **Items to cover this session**[ ]  Writing process brainstorm and discussion[ ]  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[ ]  Type up and copy the writing process brainstorm |

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| **Session #10**Date:      /     /       |
| [ ]  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. |