

## 2023 Spring Writes Literary Festival Information Proposal Guidelines



**Potential Zoom event Dates:** May 3 to May 14  
**Live events dates:** Either May 6,7 or May 13,14  
**Workshops:** Late May through September

**Proposal Deadline:**  
**March 5, 2023 at 9pm**

### Questions, Ideas?

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### About the Spring Writes Literary Festival

- **The Spring Writes Literary Festival is a program of the Community Arts Partnership of Tompkins County.** Learn about all of CAP's programs, grants, and services at [ArtsPartner.org](http://ArtsPartner.org).
- CAP organized the first Spring Writes Literary Festival in 2009 in collaboration with the New York State Council on the Arts to shine a light on the abundance of literary talent across the Finger Lakes region (and beyond), and to bring writers and audiences together. Since then, it has grown from 14 events in 2009, to 40 events in 2022.
- **Events and participants are chosen through:**
  - Proposal forms outlined below.
  - CAP's collaborations with local community organizations.
- **The majority of Spring Writes events are free to the general public.**
- **Events can be via Zoom, or live at an Ithaca location.**
- **Most events are recorded** and posted at [SpringWrites.org](http://SpringWrites.org) and youtube. (Live events will not be live-streamed.)
- **In 2022, 40 events had over 1500 Zoom registrations and live attendees** (estimated at 850 individuals, with 33% from other NY counties, other states. and other countries.)
- **Find 2022 Spring Writes event recordings [here](#).**
- **See the 2022 Participating Writers [here](#).**

## Spring Writes Events

### 1. “Event Organizers” can propose:

- **Thematic Group Readings**
- **Panels** (e.g. craft, genre, publishing, experiences...)
- **Performances or Happenings** (There are many possibilities. Past performances and happenings have included a wide variety of events to include play readings of work by participant writers, local actors reading local authors’ work [accompanied by music], storytelling, games such as literary jeopardy or literary trivia, a literary murder mystery, an independent book fair, an art show with a literary theme, film screenings, video, spoken word with dance, and more.)

### 2. Writers can:

apply to be part of **Group Readings** that CAP organizes.

### 3. Writers can:

propose **Workshops** (e.g. genre, writing, bookmaking...)

## Seeking Writers

- **About 100 writers participate each year in up to 35 events!**
- **Local Writers:** CAP is the Tompkins County arts council, so selecting local Tompkins County writers for the Festival will be one selection priority.
- **Writers from other NYS Counties or out of state are encouraged to apply** if the event or participants fit the following priority.
- **Diversity:** It is our priority to include BIPOC and LGBTQIA writers, and diverse voices. Diversity can also refer to diverse age groups (youth are welcome!), personal challenges, cultures, or life experiences.
- **Note:** Depending on the number of proposals received, it’s probable that solo readings, or even events featuring one or two artists’ work, may not be a priority. This is because the number of writers interested in participating will far exceed the number we can fit into the schedule, and we would like to include as many writers as possible. There may be exceptions. Contact CAP’s Program Director with questions.
- **Writer stipends:** There are many different ways that organizations and individuals participate in Spring Writes, so writer stipends can vary from circumstance to circumstance, or the number of artists involved in a particular event. In general, events chosen through our Request for Proposals will have stipends for group reading writers and panelists (about \$40 each), the Event Organizers (\$100 or more depending on variables), and workshop leaders (about \$200 each). For performances with a large number of artists, there may be a cap on the amount we can fund. Events that are part of another organization’s schedule that are being folded into Spring Writes may or may not be eligible for stipends. We apologize for being vague. We need to determine how many writers are involved (last year was over 100), and our income before calculating stipend amounts. **We may choose to have fewer events so that we are able to pay participating writers more.**

## **Zoom or Live:**

**Event Organizers and Workshop Leaders can choose to have a live or Zoom event.**

### **Zoom Event Details:**

- Zoom events will be **scheduled and run by CAP** with links and registration on the Spring Writes website. Zoom events are free. CAP will tape all events (unless permission is not given by participating writers).
- **Zoom attendance trends:** 2022 attendance for Zoom events was *far* greater than for the live events. Zoom gives more artists the opportunity to participate (from out of the county or country, or those with mobility or transportation challenges), and more people - worldwide - the opportunity to attend. Average registration for 2022 Zoom events was 20 - 50 per event.
- **Video:** Zoom events can include video, screen sharing, and any other Zoom function.

### **Live Event Details:**

- **CAP can schedule proposed live events** in a downtown location that may include the Tompkins County Public Library, CAP's Gallery (CAP ArtSpace), Buffalo Street Books, Odyssey Bookstore, community centers, and more.
- **We would like to schedule all live events during one weekend for visitor ease and increased attendance.** There may be some exceptions.
- **Event Organizers can request a specific location,** and we can try to make that work!
- **Event Organizers may wish to schedule their own event.**
- **Equipment for live events:** If an event is selected, a Follow Up Form will list possible locations and their existing equipment. Event Organizers will need to take the lead in setting up the equipment for their event. CAP will hire someone to tape all live events unless the Event Organizers prefers that the event not be recorded.
- **Note about live event past attendance:** When all Spring Writes events were live (before 2020), attendance was 10 to 40 per event. In 2022, live events had 1 to 6 people except for two events that were heavily promoted by the Event Organizer and had over 30 attendees. We hope that 2023 will see increased live audiences, but we also know from experience post-pandemic, that if an Event Organizer would like to do a live event, additional heavy promotion by that Event Organizer and participating writers is crucial.

## **Dates and Times**

- **If on Zoom: events will occur from:**  
Wed, May 3 through Sun, May 14. (Five or six weekday evenings and one weekend)  
(This may or may not include workshops)
- **Live events will be consolidated:**  
to one weekend, either May 6-7 or May 13-14
- **Most workshops will occur:**  
late May through August or September.
- **Events can be 45 to 90 minutes each.**
- **If selected, participants will be given a list of potential dates and times to choose from.**

## How are Events Selected?

- **We expect about 70 event proposals** and may select up to 30 with up to 10 additional workshops.
- **A panel of local writers and CAP staff** will select from the proposals, based on the priorities listed above. They will also consider selecting a wide variety of events for the general public.
- **Note: Past participation is not a guarantee of 2023 participation.** CAP's goal is to select and present a diverse and varied slate of offerings from year to year and to give as many writers the opportunity to participate.

## Spring Writes Promotion:

- Spring Writes is promoted by CAP through social media, paid radio and online ads, multiple event calendars and listings, hung banners, downtown Ithaca promotion, Visitor Center promotion, radio interviews, multiple emails to our list of 11,000 CAP supporters, a Cinemapolis banner, emails to English Departments (local and nearby). There will be multiple participating writer features on various social media platforms, with boosted posts to literary and book lovers far and wide.
- It is expected that writers will also help to promote their events (and the entire Spring Writes Festival) to their colleagues, lists, literary collectives, families, and friends.

## Timeline for Selection of Events

**March 5: Proposals due**

**March 12: CAP send Notifications and "Follow Up Form" for those selected**

**March 25: Follow Up Forms due**

## Google Form Instructions

**There is a separate google form for #1, #2 and #3 below.**

- You will have the ability to go back and **edit your proposals** before the deadline. When you "submit" you'll get an email with "edit."
- If you have **multiple events to propose**, please fill out one form for each.

## 1. Event Organizer Proposal form:

**Event Organizers plan and organize and moderate a Spring Writes event:**

- **Thematic Group Reading** with (no more than 7) writers they choose. (The more writers chosen, the less time for each to read.)
- **Panel Discussions** with panelists they choose. No more than 4 panelists is preferred.
- **Performances and Happenings:** Event Organizers can propose organizing a literary themed performance or happening.
- **The Event Organizer Proposal form** asks Event Organizer information (bio, County of residence), proposed event title and description, any connections to diversity criteria, Zoom or live preferences, and the writers that might be part of the proposed event. (It is okay to not confirm writers until the event is selected.)

**Follow Up Form:** If selected, the google Follow Up Form will collect final event details, and other needed information for SpringWrites.org. This includes confirmation of event title and description, providing all confirmed participant writers' names and emails, length of event (no more than 90 minutes - 60 is preferred) and selection of all possible dates and times you and your participating writers are available. A graphic for your event can be attached, if available.

**Information for Spring Writes "Participating Writers Page":** Event Organizers have the option of having CAP collect information directly from their participating writers for the SpringWrites.org Participating Writers page. This includes a headshot, a 25 word blurb, and links or any contact info they would like to provide. (In some cases, the Event Organizers may like to provide this information, but usually CAP collects it.)

**Event Organizers Form:** <https://forms.gle/zUMD3prQEjWA2jt6A>

## **2. Individuals for Group Readings form**

**For individual writers who would like to be part of a group reading that CAP will organize. These group readings will be on Zoom.**

- CAP will organize 3 or 4 thematic group readings with about 5 to 7 writers each.
- Time for each writer will depend on how many writers are scheduled, but will be approximately 9 to 12 minutes each. Writers will be notified as to timing.
- Writers can read spoken word, memoir, poetry, fiction, creative nonfiction, have a play reading, run video or anything else with a literary theme, even a short performance.
- Individuals who do not have the ability to Zoom have the option of making an arrangement to send a taped reading.

**The Individuals for Group Reading Form** asks for a bio, connections to stated priorities, what you might like to read, and potential themes for a group reading.

**Follow Up Form:** If selected, writers will be sent another google form with a list of themes collected from the Proposals. Writers can then select themes that fit their vision or work, and we'll use that information to put together thematic readings. (Note: A writer's available times will also determine which thematic reading they can be a part of.)

Writers will provide a headshot, a 25 word bio, and links and/or contact information they would like to have on our SpringWrites.org Participating Artist page. There will also be a list of potential dates and times to choose from.

**Individuals for Group Readings Form:** <https://forms.gle/FJkHNbuaAgN57nne8>

## **3. Workshop Proposal form:**

**For writers proposing a literary themed workshop.**

- Workshops will be on Zoom unless they are hands-on craft related, and take place from late May to September.
- Workshops can be of interest to experienced writers or writing lovers in general.

- Workshops that provide learning, experiences, and sharing (and go beyond writing prompts) are encouraged.

**The Workshop proposal form** asks for a proposed workshop title and description, and a bio.

**Follow Up Form:** If selected, writers will be sent another google form to confirm title and description, and gather a headshot, a 25 word bio, and links and/or contact information that you would like to have on our SpringWrites.org Participating Artist page. There will also be a list of potential dates and times.

**Workshop Form:** <https://forms.gle/sY4GvD7GVQ8DSoRi7>

***THANK YOU!***