

Event Facilitator

An Event Facilitator organizes 1 annual event for SCBWI Inland Northwest. Examples: Novel Writing Workshop, Sketch Crawl, PAL Social, Query Writing Workshop, Building a Belter Website Tutorial, Book Marketing Workshop, etc.

Volunteer Expectations:

- Complete the duties of the position.
- Communicate regularly with the Regional Advisor (RA) and respond to requests in a timely manner.
- Communicate with event presenter(s) and participants in a timely manner.
- Notify the Regional Advisor if a problem arises.
- Adhere to the SCBWI Volunteer Agreement.

Time Commitment: 1-3 hours per week during the 3-month planning and execution process.

Volunteer Duties:

- Submit an Event Proposal to the RA for approval. Proposals must be submitted at least 3-months prior to the event date. Presenters should not be invited until a proposal has been approved.
- Invite presenter(s).
- Send presenter expectations to the RA for the Memo of Understanding (speaker agreement).
- Write or request an event description for the registration page and submit it to the RA.
- Create or request a promotional banner for the SCBWI INW website and submit it to the RA.
- Assist in event promotion through social media and other means (library fliers, coffee shop posters, local organization invitations, etc.)
- Host the event on the SCBWI INW Zoom account or in person, following all guidelines set by local authorities and the SCBWI organization.
- Create and distribute an event evaluation, compile results, and share with the RA.

Event Facilitator Benefits:

- Free SCBWI membership submitted to SCBWI HQ at the completion of the event.
- Listed on the region's website.
- Opportunity to connect with publishing professionals.