

## Monday Workshop Procedures March 2020

- Members wishing to share work for critique must sign up in advance on-line. The on-line sign-up sheet can be accessed on OneDrive at:

<https://1drv.ms/w/s!ArfGILayFjKmjBIAA-2o9pahdgZy?e=c4h4jy>

- **Each writer will have 25 minutes to share his/her work and receive feedback.** We recommend limiting pieces to 1,000-1,200 words to optimize the balance between reading and receiving feedback, but the writer may choose to read a longer piece (and therefore have less time to receive feedback). If a piece takes less than 25 minutes, we simply will move on to the next writer and possibly have enough time to get to the “Wait List” writers.
- Sharing priority will be given to writers who did not share the previous week. In other words, if you sign up two weeks in a row, you will be bumped to the bottom of the list the second week.
- In addition to the regular sharing slots, there are two “Wait List” spots in case we have time to critique additional pieces. If we don’t get to the “Wait List” writers, they will be bumped to the beginning of the following week’s session.
- While not required, we encourage writers to post their work on OneDrive by Thursday to allow readers time to “digest” the work and give thorough feedback. To upload a file to the Third Street Monday folder, go to:

<https://1drv.ms/u/s!ArfGILayFjKmjCuwjW25VfdOHN9u?e=HEutDb>

If sharing a file on OneDrive, please include your name and the share date in the file name (e.g., JaneDoe\_July15). Each week, the work on OneDrive will be deleted after it has been shared.