

English Festival XII: Literary Comma Sutra (Let Language Touch You)

Course Syllabus—Spring Semester

Our English Festival at UWEC is one of the largest student-run language arts festivals in the country. We play host to musicians from around the area, English capstone students presenting their papers, and people presenting panels on everything that can possibly be related to English. We spend the semester making sure the festival will run smoothly, doing everything from recruiting bands and presenters to advertising and fundraising. You have the option of participating in the Festival for course credit, service learning credit, or simply as an extra activity.

Our English Festival at UWEC is one of the largest

Committees

Most of the planning and work on the English Festival takes place in committees. All members need to be on at least one committee. The committees include the following:

Advertising: Advertising is responsible for all aspects of publicizing the Fest and its fundraisers and activities. This can include creating posters, placing articles in campus or city news, or creating and handing out fliers.

Community Outreach: All members receiving service-learning credit for the Fest are required to participate in the Community Outreach committee and/or the Children's Writing Contest or the Young Adult Writing Contest sponsored by Sigma Tau Delta. The Outreach committee sets up events involving the community of Eau Claire, including writing workshops with local high schools and panels for the Big Read.

Facilities and Presenters: Facilities and Presenters sets up the mechanics of the Festival. They are responsible for making sure that we have rooms and equipment for the presentation, as well as gathering the equipment requests from all panelists. Members of the Facilities & Presenters Committee contact speakers outside of the English Department. They are also responsible for contacting students (graduate and undergraduate) and faculty to present panels, critical papers, and creative works). The members of this committee will read all individual submissions (those not nominated by a professor) and arrange those accepted into sessions for the Fest. They will also serve as or designate session chairs during the fest.

Fundraising: Fundies are responsible for brainstorming and planning our fundraisers. Past fundraisers have included raking people's lawns, holding billiards and Texas Hold'em tournaments, and bake sales.

Music: Music is responsible for contacting and getting commitments from the bands that will play at the Fest. In the past, the Music committee has also planned some fundraising shows at local venues.

Print: The Print Committee designs and publishes the program of events for the Festival. They are responsible for creating this year's Afterward, receiving information about panels for the program, and booking rooms for all presenters.

Webmaster: The Webmaster is responsible for keeping our site updated with any new announcements, contact information, photographs, and other information. The Web site has taken on several different appearances throughout the years, but needs to remain professional, easy to navigate, and visually appealing.

Photographer: The Photographer is responsible for taking pictures of all the major English Fest events, including music shows, community events, committees, and the Fest itself. The photographer need to work with the Webmaster to get visuals posted on the website quickly.

Meetings:

English Festival meetings are our equivalent of class time, and members are expected to attend these meetings.

Committee: Committee meetings are arranged by the committee chair at a time when everyone is able to attend. Much of the planning and execution of the Festival takes place at these meetings.

Group: Large group meetings are held every Thursday at 6:00 pm.

Committee Chairs: Committee chairs meet as needed to brainstorm and discuss progress or problems.

Extra: Extra participation at fundraising events and assisting in advertising can count for extra credit points for members of other committees

Expectations and Grading

Members are expected to attend both group and committee meetings regularly. Committee work comprises a large part of the work and grades for the English Festival, and **your committee chair will be handing in a grade report for you** at the end of the semester. While this doesn't comprise all of your grade, it is an important part.

The English Fest syllabus is flexible and changes throughout the semester due to new ideas, our interaction with classes and panelists, and many other factors. The most important thing is that everything on this list is finished by Fest time. However, if there are going to be major changes to the deadlines listed on this syllabus, please talk to Gloria, Mel or Jackie, both to verify that we will have enough time to complete everything and to help planning in the future.

If you have any questions at all, please feel free to contact Jackie or Gloria!

Email:

Much of the English Festival communication is done via email. All Fest-related emails must be cc'd to the following emails:

Gloria (Faculty Advisor): hochstgj@uwec.edu

Jackie (Lead Organizer): lockerjm@uwec.edu

Mel Green (Assistant Lead Organizer): greene@uwec.edu

Semester Outline	
Date	To be finished by the end of the meeting...
January 25	<p>All members...</p> <ul style="list-style-type: none"> -Form committees -Organize meeting times -Brainstorm any panel ideas -Register for course and service learning -Hand in assigned Afterward articles -Sign up for preparations and working at BOB <p>Advertising...</p> <ul style="list-style-type: none"> -Create a plan for BOB promotional materials for January 31 <p>Facilities and Presenters...</p> <ul style="list-style-type: none"> -Set up a time to write ORSP grant with Gloria and Jackie <p>Committee Chairs...</p> <ul style="list-style-type: none"> -Organize meeting time
February 1	<p>Advertising...</p> <ul style="list-style-type: none"> -Brainstorm advertising ideas for promoting the Fest and guest speakers -Secure library display case for during or immediately before the Fest -Prepare and run publicity for BOB -Look into public readings for publicity <p>Community Outreach...</p> <ul style="list-style-type: none"> -Return to workshops -Appoint a “Big Read” liaison and begin working with their staff -Create timeline for creating panels and publishing workshop book <p>Facilities and Presenters...</p> <ul style="list-style-type: none"> -Contact Davies/LTS to verify requirements for AV equipment -Decide FINAL deadline for AV equipment -Write a call for papers and presenters to be sent to all English students -Finish writing and submission of ORSP grant by 5pm today -Create application and nomination forms for student presenters <p>Fundraising...</p> <ul style="list-style-type: none"> -Establish a campus account -Update letter to businesses for ad sales -Plan 1-2 fundraisers for the semester, complete with timeline and advertising plans. <i>Confirm fundraising ideas</i> with Gloria, Jackie, and Mel before beginning finalized plans. <p>Print...</p> <ul style="list-style-type: none"> -Decide advertised and final deadlines for including information (such as titles and panel abstracts) in the program -Complete rough layout for the Afterward; make significant progress editing articles -Meet with Lead Organizer and Facilities and Presenters chair to discuss scheduling <p>Webmaster...</p> <ul style="list-style-type: none"> -Meet with Jackie and Gloria to discuss possible developments for the website

February 8	<p>All members... - Volunteer for ad sales</p> <p>Advertising... - Contact university about reserving table tents around Fest time - Create timeline for Fest advertising; confirm with Jackie, Gloria, & Mel - Create display in Hibbard display case - Begin creating Fest posters</p> <p>Community Outreach... - Begin planning Big Read events & Continue workshops</p> <p>Facilities and Presenters... - Contact prospective panelists about presenting at the Fest and (possibly) at a local middle school - Contact Print for final deadline to book panels - Begin compiling “master lists” of presenters and rooms</p> <p>Fundraising... - Begin ad sales & Plan fundraiser</p> <p>Print... - Publish Afterward & Set up email account for panel descriptions</p> <p>Webmaster... - Update guest speaker information, pictures, and meeting information - Move Web site to new location</p>
February 15	<p>Advertising... - Look into appearances (and volunteers to appear!) on TV 10, local TV and radio stations - Continue working on creating advertising for the Fest - Investigate creating t-shirts</p> <p>Community Outreach... - Continue planning Big Read events & Continue workshops - Plan date for workshop public reading</p> <p>Facilities and Presenters... - Work with Print to send a reminder letter to professors (and other panelists) about deadlines for rooms, AV request, and program inclusion program - Keep in contact with possible presenters</p> <p>Fundraising... - Continue ad sales & Brainstorm possible fundraisers for next fall - Begin drafting a budget including common expenditures and incomes, based on previous years</p> <p>Print... - Work with Facilities and Presenters to send a reminder letter to professors (and other panelists) about deadlines for rooms, AV equipment, and inclusion in the program - Work with Facilities and Presenters to smooth out transfer of information about time and room bookings - If necessary, begin workshops or training sessions with BITS to learn Quark or InDesign for program creation - Brainstorm any ideas for changing program layout</p>

February 22	<p>Advertising...</p> <ul style="list-style-type: none"> - Continue working on creating advertising for the Fest -Bring information about t-shirt companies <p>Community Outreach...</p> <ul style="list-style-type: none"> -Continue planning Big Read events -Continue workshops <p>Facilities and Presenters...</p> <ul style="list-style-type: none"> -As panelists commit to presenting, book into rooms and remind them of AV request deadlines -As panelists are booked, send information to Print for the program -Send final reminder to professors about March 1 deadline for classroom <p>Fundraising...</p> <ul style="list-style-type: none"> -Continue ad sales -Continue brainstorming future fundraisers and drafting a budget <p>Print...</p> <ul style="list-style-type: none"> -As panelists commit, contact them to remind them of deadlines for title and abstract information -Contact Printing Services about how the program needs to be laid out to be printed as a booklet <p>Webmaster...</p> <ul style="list-style-type: none"> -Update Web site
March 1	<p>Advertising...</p> <ul style="list-style-type: none"> -Bring posters and advertising ideas to meeting for approval -Begin working on library display case materials -Create t-shirt design <p>Community Outreach...</p> <ul style="list-style-type: none"> -Book dates for Big Read events -Continue workshops <p>Facilities and Presenters...</p> <ul style="list-style-type: none"> -Continue collecting information about presenters and forwarding it to Print <p>Fundraising...</p> <ul style="list-style-type: none"> - Bring final list of fall fundraiser ideas to Gloria, Jackie, and Mel for approval -Continue ad sales and drafting a budget <p>Print...</p> <ul style="list-style-type: none"> -Create (or find a creator) for the program cover -Begin creating program layout

<p>March 8</p>	<p>Advertising...</p> <ul style="list-style-type: none"> - Continue working on creating advertising for the Fest - Send t-shirt design in for creation -Update information in Hibbard display case <p>Community Outreach...</p> <ul style="list-style-type: none"> -Continue planning Big Read events -Continue workshops -Book date for workshop presentation <p>Facilities and Presenters...</p> <ul style="list-style-type: none"> -As panelists commit to presenting, book into rooms and remind them of AV request deadlines -Send final list of class presentations to Print -Work with Print to send reminders about deadline dates <p>Fundraising...</p> <ul style="list-style-type: none"> -Finish ad sales -Finish budget and submit to Gloria, Jackie, and Mel -Prepare another fundraiser for after spring break <p>Print...</p> <ul style="list-style-type: none"> -Finish program layout -As panelists commit, contact them to remind them of deadlines for title and abstract information -Work with Facilities and Presenters to send reminders about deadline dates <p>Webmaster...</p> <ul style="list-style-type: none"> -Update Web site
<p>March 15</p>	<p>Advertising...</p> <ul style="list-style-type: none"> -Create Fest table tents -Finalize plans for appearing on TV or radio shows -Look into putting press releases into campus and local newspapers <p>Community Outreach...</p> <ul style="list-style-type: none"> -Continue planning Big Read events -Continue workshops <p>Facilities...</p> <ul style="list-style-type: none"> -Follow up as needed with presenters, reminding them of deadlines -As panelists commit to presenting, book into rooms and remind them of AV request deadlines -As panelists are booked, send information to Print for the program <p>Fundraising...</p> <ul style="list-style-type: none"> -Sends ads to Print <p>Print...</p> <ul style="list-style-type: none"> -Create template for signs listing the panels being held in each room -Start inserting information about classes into program -Email professors whose classes are presenting for titles and abstracts, if necessary
<p>March 22</p>	<p>SPRING BREAK—NO MEETING</p>

<p>March 29</p>	<p>Advertising... -Finalize plans for library display case materials -Create list of all planned Fest advertising methods</p> <p>Community Outreach... -Continue planning Big Read events -Continue workshops</p> <p>Facilities and Presenters... -Work with Print to send reminders to professors and students about student presenter deadline, deadlines for AV equipment and titles/abstracts -As panelists commit to presenting, book into rooms and remind them of AV request deadlines -As panelists are booked, send information to Print for the program -Send AV equipment deadline reminder to all booked presenters</p> <p>Fundraising... -Finish planning fundraiser</p> <p>Print... -Put ads into program -Finish adding class information into program -As possible, add other presenter information to program -Work with Facilities and Presenters to send reminders to professors and students about student presenter deadline, deadlines for AV equipment and titles/abstracts</p> <p>Webmaster... -Update Web site</p>
<p>April 5</p>	<p>Advertising... -Begin producing final posters, advertising, etc. for the Festival -Finalize plans for putting press releases into local and campus papers</p> <p>Community Outreach... -Begin compiling list of students interested in presenting -Continue workshops -Finalize Big Read event plans</p> <p>Facilities and Presenters... -Work with Print to send a last reminder about deadlines for AV equipment and information for inclusion in the program -Start reviewing requests for student presentations and booking times and rooms -Create a final presentation schedule and confirm with Print</p> <p>Fundraising... -Run fundraiser</p> <p>Print... -Work with Facilities and Presenters to send a last reminder about deadlines for room bookings, AV equipment, and inclusion in the program -Input as much presenter information as possible into the program</p>

April 12	<p>Advertising... -Put together materials for library and Hibbard display case</p> <p>Community Outreach... -Create any publicity for workshop readings -Continue workshops -Continue Big Read event planning</p> <p>Facilities and Presenters... -Reserve AV equipment requests with Davies and LTS -If necessary, learn to use all requested equipment in case of questions -Finish reviewing student requests for presentations and forward final schedules to Print</p> <p>Fundraising... -If necessary, begin any planning for fall fundraisers with approval from Gloria and Mel -Help other committees as needed!</p> <p>Print... -Put information into program</p> <p>Webmaster... -Update Web site</p>
April 19	<p>All members... -Sign up to be “tech help” during Fest days</p> <p>Advertising... -Final push to make and print Fest posters, and fold table tents -Write press releases for papers, if necessary</p> <p>Community Outreach... -Finalize list of interested workshop presenters -Send out publicity for workshop presentation</p> <p>Facilities and Presenters... -Confirm AV reservations with Davies and LTS -Confirm AV requests with panelists and professors</p> <p>Fundraising... -Compile list of car wash volunteers</p> <p>Print... -Input student information -Publish program</p> <p>Webmaster... -Update Web site -Publish program on site</p>

April 26	<p>All members...</p> <ul style="list-style-type: none"> -Sign up to be “tech help” during Fest days -Hang posters, chalk sidewalks <p>Advertising...</p> <ul style="list-style-type: none"> -Hang posters, put out table tents, chalk sidewalks -TV/radio appearances -Press releases appear in local and campus papers -Fill library display case -Update Hibbard display case <p>Community Outreach...</p> <ul style="list-style-type: none"> -Final preparations for Big Read events -Finish workshops -Create programs and publications for workshop -Final preparations for workshop readings <p>Facilities...</p> <ul style="list-style-type: none"> -Create final list of tech workers -Create list of where equipment needs to go each hour, to be passed between tech workers -Sends reminders/confirmations of rooms and times to panelists; also directions as needed <p>Fundraising...</p> <ul style="list-style-type: none"> -Finalize any needed preparations for next semester’s fundraisers -Help other committees as needed <p>Print...</p> <ul style="list-style-type: none"> -Put information in room signs <p>Webmaster...</p> <ul style="list-style-type: none"> -Last minute updates to Web site
April 30– May 4	<p>ENGLISHFEST ...good luck!</p>
May 10	<p>Possible evaluation and wrap up meeting</p> <p>All members...</p> <ul style="list-style-type: none"> -If taking the Fest for credit or service learning, turn in coursework to Gloria -Submit any comments or suggestions to Jackie, Mel, or Gloria <p>Committee Chairs...</p> <ul style="list-style-type: none"> -Submit grade reports to Gloria -Attend final chair meeting and review session <p>Community Outreach...</p> <ul style="list-style-type: none"> -Give contact information and make plans for next year <p>Webmaster...</p> <ul style="list-style-type: none"> -Upload pictures from the Festival to the Web site

NO FINAL EXAM & NO MEETING DURING FINAL EXAM TIME!