

WCCW PROGRAMMING PROPOSAL GUIDELINES & APPLICATION

GUIDELINES

All programming at the WCCW supports our mission of cultivating L.A.'s feminist creative communities and practices. We are invested in the idea that through individual programs, and the experiences shared by each participant, the larger work of building communities and reframing creative conversations unfolds.

All proposals will be reviewed by a programming board dedicated to the goal of radical inclusivity. WCCW accepts proposals from trans and cis women and non-binary folks. Beginning winter 2017-18, we prioritize proposals and/or programs submitted by or centering women of color. We are particularly interested in programs submitted or lead by those who have historically been marginalized in feminist spaces.

Additionally, we prioritize programming that directly addresses the programming theme and that adheres to our mission and core values. Outside of thematic programming quarters, proposals are accepted on a rolling basis. Please write to programming@wccw.us with any questions.

Core Values

The Women's Center for Creative Work is a safe space where:

- Self-determination, respect, and care for oneself and others is maintained above all else
- We care for and respect the organization, its capacity, its facilities, and its participants
- There is a radically expansive understanding of feminism, what is a woman, and what is female experience
- There is a radically expansive understanding of creative practice
- Cis women, trans women, femme and non-binary folks are in a place of preference, unqualified & unapologetically
- We cultivate a spirit of generosity and joy
- We honor our ever-expanding network as a valuable resource
- We advocate for feminism as an active and evolving practice

Programming Restrictions

Due to the constraints of the space and the neighborhood, there are some restrictions on programs and events:

- No loud music
- No parties with more than 70 people are expected
- Nothing that goes past 10pm on a weeknight or 11pm on Friday or Saturday
- Nothing cost-prohibitive to our community

At this time, we are only able to accept proposals submitted in English, but you may propose bilingual programming (English and another language) or programming in a language other than English.

Applicants may be asked to modify their proposals: if, for example, a workshop might be a better fit at a later time, or if a program might benefit from conversation with other proposed events. The WCCW is strongly committed to supporting the creators of the programming it hosts. However, we ask that those submitting proposals adhere to our core value of honoring the capacities of the organization, its facilities, and its participants. Please be prepared to manage the execution of your proposed programming.

Please do note, general resources we do have: chairs, tables, floor cushions, projector, dishware, ice buckets, small speakers.

General resources we do not have: a mic or PA, spare laptops to run through the projector, monitors. Due to the small size of the space, readings don't usually require mics.

The space can *comfortably* accommodate up to about ~40 people standing; 20 people can be comfortably seated at tables.

WCCW has a 36" wide ramp at our front entrance and a wheelchair accessible restroom. All restrooms are gender neutral.

We recommend you stop by and see the space as a part of your planning process! Once you've visited, we can confirm set-up, what resources you'll need, and go over any questions.

Program Fees & Compensation

We support women and non-binary folks in creating value around their work. We're pleased to announce that beginning with Summer 2018 programs, all programmers will be compensated for hosting, regardless of the program cost.

For paid programs, programmers receive minimum 65% of all program income. WCCW has the option to cancel an event within three days of its scheduled date based on low interest for an event.

Programming fees are set by the program leaders, within a range that is realistic to what members of our community can afford. (Based on the demographics of our community, we cannot accept programs where the fee per attendee is higher than \$15/hr + materials.)

We are very happy to offer many free, low-cost and donation based events (\$10 suggested donation or less) at the WCCW, and we encourage proposals presented in this way.

Torchbearer level WCCW members get 20% off all paid programming while Warrior level members and above can attend for free. The free spots are first come, first served, and make up 25% of the program capacity.

We want to make programming as accessible as possible to anyone who is interested; no one will be turned away for lack of funds. We also offer free community tickets to each program (number varies depending on capacity of the class).

Please keep this in mind when submitting your proposal.

APPLICATION

About You

Name:

Gender pronouns:

Email address:

Cell phone number (not required):

Tell us about yourself:

Your website (not required):

Your social media handles (not required):

Are you a WCCW member? (not required):

Have you visited the WCCW in person? (not required):

About Your Program

Title of the workshop, program, or event:

Description of proposed workshop, with schedule of activities over the programmed time.

Please be sure to include (1) the topic of the program, (2) the form and structure of the event (i.e. workshop, panel conversation, reading circle) (3) the length of time and regularity you're proposing (4) schedule of activities during the program (5) names of any other artists/speakers/leaders. (5) any other important info:

Why do you want to bring this program to the Women's Center for Creative Work? How does it connect to the WCCW's core values or mission?

Who is your intended audience?

Should we make any special considerations for language accessibility (bilingual, monolingual other than English, ASL)? Please note that the majority of promotional materials will be in English at this time, but translated print materials may be possible.

Are there communities/groups you are involved with outside of WCCW that should be made aware of this event?

Ideally, how would the event be scheduled this quarter? Please note, it is unlikely we can accommodate anything that takes place any more frequently than every other week.

Where would you propose your event take place: Inside the WCCW space; outside in the WCCW garden or near the river; or offsite at a different location (please include info about the location in the event description).

Have you led this (or a similar) program before?

Where have you hosted this program in the past? If you have previously taught at the WCCW, does your current application reflect any changes? Please elaborate if so.

What is the minimum and maximum number of people that your program can accommodate? Our space holds about 40 people seated (packed), 25 with tables and chairs, and 60 people standing throughout the space as our absolute max standing.

Besides a little bit of time to set-up on the day of, do you need rehearsal / prep time in the space leading up to the event? If so how much? Examples: Yes, 2 hours of prep time the morning of the event; We need to rehearse once per week for the month leading up...

How much set-up would you need the day of the event?

How much clean-up time would you need?

Does this program require any special equipment, safety conditions, or other materials? Please note, general resources we have: chairs, tables, floor cushions, projector, dishware, ice buckets, small speakers; and general resources we do not have: a mic or pa, spare laptops to run through the projector, monitors.

Generally, when are you available to lead this program?

Are there any weeks, or large chunks of time during the programming quarter when you are unavailable to lead this program?

If there are any specific dates on which you'd like to hold the event, please list them here. Unfortunately, we cannot guarantee that a particular calendar date is available, but we can try and accommodate you.

If we are unable to schedule your event for this quarter, can we keep your application on file to consider at a different time?

Is there anything else we should know?

If possible, would you like / would it be appropriate, to film or otherwise document the event and put it online after for those who cannot attend in person?

Event Cost

What do you propose charging for your program?

If you selected above that you would like to charge a specific amount, how much do you propose charging for regular admission (before discounts)? WCCW Members price will be 20% less, and 25% of the capacity will be reserved for Warrior members who attend for free.

If you have led this program in the past (at the WCCW or elsewhere), what was the cost to participants? How were you compensated?