

REBECCA'S: Organizer's Worksheet

- 1) Please sign up online, our web site is: www.storytellersofsandiego.org Click on the word *Organize* (on the left side of the page) The first entry on the right side of the *Organize* page is a link to the teller/organizer signup page. It is a Google doc.
- 2) Create a theme, three words works for PR purposes. Ask Fred Laskowski or Jim Dieckmann to create a flyer. (Mindy gets these to on-line publications.) It's great to come up with catchy theme during any season.
- 3) Send out a call for storytellers well in advance of the date, (three weeks works well) Four to five tellers provides sufficient time for each teller and a variety of stories and voices. When you know the tellers, divide that number into Ninety minutes (two – 45-minute sets,) and let those folks know how much time each has. Then closer to date ask tellers for titles, telling times, and tone of stories.
- 4) Create a line-up of tellers accordingly for an exciting, diverse program.
- 5) Email those tellers a couple days before the show. Tell them who will be doing the introductions. **Please put your contact number on all emails.** Ask each teller for their contact number. Carry that list.
- 6) If the sound is not to be set up by a friend of Rebecca's, you will be doing just that. (Jim, Fred, Craig McPhie, Mindy have familiarity in that order.) Please carry Jim's instructions as to set-up. It's online on web site under *Organize*.
- 7) Please keep introductions on the brief side. Be clear who is emceeing.
- 8) Locate the tip jar. Place in a prominent, visible place. Request donations at the end of the first and second set. "Salting" the tip jar with a five dollar bill at the start of the show can be an incentive for donators. (You will get your \$5 back) Suggested donation is \$5. (published on SSD website)
- 9) Manage the break between sets...ten minutes is reasonable. Use the mic to start the second set (and to call the break.)
- 10) REVIEW the tips for tellers. Be prepared to give all signals needed if a teller is running over time, or cannot be heard, etc.
- 11) Ask if there are any announcements for the end. **Always thank Rebecca and the audience!** We announce upcoming and recurring events. Emphasize the SSD website as source for current information on events, open mic's, workshops

12) Have a signup sheet for the SSD monthly email blast. Name and legible email address is only information needed. Give names to Jim for inclusion on Mail Chimp

13) Have fun!

14) Dividing the tips: Each teller must be a member of SSD to receive a portion of tips. SSD guarantees \$100 to be split between the tellers. EXAMPLE: 4 tellers, each to receive \$25. The tip jar contains \$60. Give two tellers \$25 cash each, one teller \$10. Notify Jim who needs a check for \$15 and who needs a check for \$25. He will send checks in the US mail.

INVITE YOUR FRIENDS AND FANS: FB, NEXT DOOR, etc. Flyer coffee shops, some libraries. If you have PR ideas, run 'em by Mindy 619-850-2130.