

GUIDE TO HOSTING @ TEMPLATE COFFEE HOUSE STORYTELLERS OF SD

(This guide will be updated periodically as things evolve.)

The Basics

Your Role as Host

Congratulations! As the host for your chosen month, you get to:

Select the theme.

- Emcee the evening.

Key Players & Their Roles

- **Jim Dieckmann – SSD Treasurer & Webmaster**
 - Handles finances, writes and sends checks.
 - Collect donations at the end of the night and send Jim a check with the names of all tellers.
 - Contact: jdieckma@gmail.com
 - Also manages website updates and sends event notices via Mailchimp.
 - **Fred Laskowski – Membership Coordinator & Flyer Creator**
 - Creates event flyers—contact him as soon as you select a theme.
 - Handles membership questions and new member inquiries.
 - Contact: atman@cox.net
 - Manages the "call for tellers" list. Anyone on the list may tell. Only members current with dues (indicated on list) may receive payment for telling. Or they can deduct the dues from the payment for telling and receive the difference. Let Jim or Fred know if someone pays dues.
 - Best practice: Use BCC when emailing tellers to maintain privacy.
 - **Mindy Donner – Venue Contact Person**
 - Submits the flyer to Marie (one of the owners) by text.
 - Owners: Shine, Marie, Lucy & Hailey.
 - Requests a microphone when needed.
 - Contact: mdonnersd74@gmail.com
 - **Marilyn McPhie – SSD President**
 - Provides general guidance.
 - Hosts a 4th Wednesday Zoom session for story swaps—a great way to test out a 5-minute segment of your story.
 - Contact: mmcphie@gmail.com
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EMCEE TASKS

1. **Communicate with Tellers**
 - Collect their phone numbers and share yours.
 - Texting is helpful for last-minute coordination.
 2. **Gather Story Details from Tellers**
 - Request:
 - Story title
 - Approximate time length
 - Mood/tone (personal, literary, original, folkloric, etc.)
 - Preferred performance order
 - Specific introduction wording (if any)
 3. **Organize the Performance Order**
 - Divide 120 minutes (minus intermission and introductions) among tellers.
 - Keep individual stories concise (avoid 20-minute stories).
 - 4–6 tellers per night works well.
 - Encourage tellers to stick to their time limits.
 4. **Manage Intermission**
 - Announce a **10-minute** break.
 - Use chimes or a bell to call attendees back.
 - Announce upcoming SSD events.
 - Pass around the donation basket.
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Evening Timeline

- **6:15 PM** – Arrive early. Mindy usually places the SSD sandwich board outside.
 - Greet the barista.
 - Inform them of the event schedule, including intermission (~7:40–7:50 PM).
 - Encourage them to be ready for sales.
- **6:30 PM – Set 1 Begins**
 - Start with a **brief introduction** about SSD.
 - Option: Introduce each teller yourself or have the previous teller introduce the next one.
 - Keep introductions **short and engaging** (no long bios).
- **7:40–7:50 PM – Intermission**
 - Announce upcoming SSD events.
 - Show the email sign-up list.
 - Ask for donations and pass the basket.
- **7:50 PM – Set 2 Begins**
- **8:30 PM – Closing**
 - Remind attendees to sign up for the mailing list and donate if they can.
 - Thank the audience and remind them of SSD's mission.
 - Tip the barista.
 - Collect the email list and donations. Send these to Jim along with the teller list.

Cultural Notes for Storytellers

- **Dress like a storyteller** – slightly more polished than casual.
- **Use Proper Storytelling Ethics**
 - If telling a published story, obtain the author's permission.
 - For folklore, compare at least three versions to ensure authenticity.
 - Check public domain status (typically, works over 100 years old are free to use).
- **Ensure a Strong Narrative Arc - Beginning, Middle, End**
 - Ask: "How has the world of the story changed by the end?"
- **Practice & Preparation**
 - Record yourself on Zoom to assess timing and delivery.
 - If you want feedback, ask another storyteller for critique.
 - **No notes while performing** – SSD follows a "Moth-style" approach.

Publicity Tips

- Promote widely via social media and emails.
- Spread the word through personal invitations.
- SSD would love to revive its **Instagram presence** – contact Mindy if you can help.
- Print flyers (4 to a page) and distribute them.

Thank you for hosting and keeping the storytelling tradition alive!