

**THE COMMUNITY CENTER FOR EXCELLENCE
IN WRITING (CCEW)
WORKSHOP PROPOSAL FORM**

Please use the template below to help design and develop a workshop (or workshop series) based on a writing theme of your choice. We ask that you submit your proposal, along with any additional materials, via email (in .doc or .docx format) to the CCEW management team (ccew@fau.edu).

Step One: Please submit the following forms for approval.

<i>Workshop Instructor Information</i>	
Name	Please write your full name.
Organization/Affiliation	Please list any organization, affiliation, or credentials.
Phone	What phone number should we call to contact you?
Email	Please list your professional email address.
Facilitator's Background	Please provide an explanation of relevant past experience in organizing workshops and/or speaking on the subject matter you have selected:

<i>Workshop Information Overview</i>	
Workshop Title	Please suggest a concise, attention getting title for your workshop.
Length	How long will the workshop take (e.g. one hour, two hours, etc.) Is this a workshop series?
Proposed Date	When would you like to host this workshop?
Workshop Description	Please write a short description of your workshop for the selection committee, which is no more than 250 words in length. Answer the following questions. <ul style="list-style-type: none"> • What is your workshop's main goal? • Who is your intended audience? • What form will this workshop take? • What activities will be involved?
Handouts, Materials, Supplies	Please list any materials (e.g. audiovisual materials) you may use for the workshop, as well as any items that participants should bring with them.

Step Two: Once you have received approval for the "Workshop Information Overview Form," please complete and submit the more detailed plan below.

Detailed Workshop Plan

Schedule	<p>Please break down the workshop into specific activities with an estimation of time needed for each to fit within your workshop timeframe. Typically, there should be an introduction with visual examples in a presentation system (PowerPoint, Prezi, etc.) For example, if you were to provide a workshop on grant writing, you might list the following kinds of activities:</p> <p>2 two-hour workshops:</p> <p style="padding-left: 40px;">Part I: Making Choices for Short Proposals</p> <p style="padding-left: 40px;">10 min Introductions</p> <p style="padding-left: 40px;">20 min Discussion of grant types (Short Proposals and Full Proposals)</p> <p style="padding-left: 40px;">15 min Short Proposals</p> <p style="padding-left: 40px;">10 min Types of Grant Support</p> <p style="padding-left: 40px;">30 min Short Proposals: Basics</p> <p style="padding-left: 40px;">15 min Before and After You Write</p> <p style="padding-left: 40px;">05 min Resources</p> <p style="padding-left: 40px;">15 min questions</p> <p style="padding-left: 40px;">Part II: Drafting Workshop</p> <p style="padding-left: 40px;">20 min Each participant discusses goals for his/her proposal</p> <p style="padding-left: 40px;">1:20 min participants work in teams to help each other draft their proposals</p> <p style="padding-left: 40px;">20 min Wrap-up with participant reports</p> <p>All workshops must have participant interaction. Some workshops will be informational for the first session and then hands-on for the second part. Others will alternate these elements.</p>
List of Handouts	<p>Provide a list of all handouts here:</p> <ul style="list-style-type: none"> • List of short proposal opportunities • Short proposal basics • 3 sample short grant proposals • Resource list • PowerPoint slides with notes
Full Workshop Presentation	<p>Provide a finished copy of the full presentation in the presentation format you have chosen (PowerPoint, Prezi, Quicktime, Moviemaker, YouTube, etc.)</p>
List of Supplies You (or Your Participants) Will Need	<p>Overhead LCD projector</p> <p>Copies made of specified handouts</p> <p>Dry erase board with markers</p> <p>Laptops for web searching</p> <p>Etc.</p>
Evaluation Form	<p>Provide an evaluation form for your workshop based on the following attached model.</p>