

**(IN)VISIBLE MEMOIRS WORKSHOP PROPOSAL**

Memoir Journal is currently accepting proposals for (In)Visible Memoirs workshops beginning in 2012. Please fill out completely and mail *at least two months in advance of your proposed workshop's start date* to:

Rae Gouirand, Education Programs Manager  
Memoir Journal  
1316 67<sup>th</sup> Street, Suite 8  
Emeryville, CA 94608

Please provide a copy to your community sponsor representative. This proposal should be submitted to Memoir Journal only after you have the commitment of a community partner and have secured your grant. (If you need assistance in securing a third-party grant due to funding limitations with your community sponsor, we may be able to help you locate some leads: email Rae at [rgouirand@memoirjournal.com](mailto:rgouirand@memoirjournal.com) for assistance.)

**WORKSHOP PROFILE**

Teaching writer name:

Teaching writer mailing address, email address, phone number:

Community sponsor organization name:

Community sponsor supervising representative (name and title):

Community sponsor mailing address, website, and phone number:

Describe your community sponsor's mission, and the projected audience/demographics served by your proposed workshop in this community:

Matching grant of \$750 has been secured from (grantor name, title, organization, contact info if different from community sponsor):

Please comment on the agreements you have formed with your community sponsor about registration/enrollment and publicity:

Workshop will meet on these dates:

at this time:

at this location:

*We recommend blocking your twenty-hour workshop in ten two-hour weekly sessions.*

*Please arrange with your community sponsor (or third-party grantor) to have your matching grant paid to Memoir Journal by your workshop's start date.*

*Please submit the edited participant writings (by email) and contracts (by postal mail) to Memoir Journal within one week of the final workshop meeting. Memoir Journal will release the teaching writer's stipend to you once the materials for the anthology have been received by our office.*

## **BACKGROUND**

Teaching writer biography (for our website/materials, 100-200 words):

Statement of teaching experience (please comment briefly on your qualifications to teach creative writing, and/or memoir specifically):

*Please attach a rough outline of your workshop (weekly topics/discussion emphases, ideas for at-home and/or in-class readings, planned exercises, comments on workshop procedures or general philosophy). Your outline does not have to be complete, but should give us a sense of your initial vision for engaging with and stimulating your enrolled writers. Please plan on incorporating reading/discussion, writing time, and workshop/discussion as regular elements of your meetings, and keep in mind that your writers may produce work in a variety of forms (as you gather materials for use in class, please include both prose and poetry).*

*Writers teaching (In)Visible Memoirs workshops will be automatically signed up for complimentary one-year subscriptions to Memoir (and) once their proposals have been approved and their workshops have been officially scheduled. Please feel free to incorporate journal content into your scheduled readings. Your students will be signed up for complimentary one-year subscriptions at the time that their contracts are returned to us, at the conclusion of the workshop.*