

CONNECTICUT SCREENWRITERS GROUP OPERATIONS **[approved August 29, 2018]**

Meetings of the Connecticut Screenwriters are held at 6PM on the last Wednesday of the month (except December) in the Noah Webster Library Board Room, 20 South Main Street, West Hartford, Connecticut.

PURPOSE

- To provide creative support for the honing of screenwriting craft.
- To give members friendly and constructive feedback on materials submitted for review (all screenwriting materials are welcome: completed and partial screenplays, treatments, concepts, etc.).
- To provide a formal monthly group meeting for reviewing submissions and encouraging the cross-pollination of ideas by getting a variety of different individual perspectives.

INITIAL ENTRY

- The Connecticut Screenwriters Group was initiated by, and is sponsored by, the West Hartford Public Library. Its monthly meetings are open to all members of the public. You do not have to be a resident of West Hartford or Connecticut to attend and join.
- You are always welcome to attend all meetings and events, but to become a full participating member of the Group and have your work reviewed, there are additional steps... .

BECOME A FULL PARTICIPATING MEMBER

- Email ctscreenwriters+subscribe@googlegroups.com and mention the date of the meeting you attended and your membership will be approved. This will allow you to receive notices of upcoming meetings and planned events, and manuscripts in the queue for review.
- Review and comment on the work submitted in at least two meetings.
- After you have participated in two meetings, you may submit your work for review.

MODERATOR'S RESPONSIBILITIES

- Track submissions and judge what can be reasonably accommodated in the meeting time available.
- Determine if a given submission is ready for group attention; if deciding “no,” provide feedback to the writer on needs to be done for submission acceptance.

- Make sure the meeting begins on time (6:00 pm), stays on track, ends on time (7:45 pm) while giving everyone a chance to comment on each script.

SCREENWRITER'S RESPONSIBILITIES

- Submit your best work - make sure your submission follows the generally accepted formatting guidelines for the type of work it represents and has been checked for spelling, grammar, and typos.
- In your transmittal email, state what you are looking to get out of the review and any specific questions you may have on your manuscript.
- Submit your work as a PDF.
- Submit your work two weeks or more in advance of the meeting date whenever possible.
- Bring a few extra paper copies of your work to the meeting for new members.
- While your script is being reviewed, don't talk. You will have an opportunity once everyone has reviewed your material to comment and discuss comments/criticisms.

REVIEWER'S RESPONSIBILITIES

- Read the submitted materials in entirety.
- Give honest, constructive feedback with the purpose of (a) improving the script, and/or (b) improving the writer's craft.
- If you can't make a meeting but still want to comment, send the writer a personal email and/or a markup of the script.

SUBMISSION PROCESS

When your manuscript is ready for review, submit it to the moderator for the upcoming meeting.

The moderator will take into consideration the order in which submissions are received, the length of submissions, the readability of the word, and how often the submitter has been recently reviewed in determining what material will be reviewed at the meeting.

The moderator may elect to have discussions on other topics if the material in the queue isn't sufficient to take up the full 90 minutes.

THE MEETING PROCESS

- Introductions/Announcements (10 or fewer minutes).
- The moderator asking the writer to briefly answer the following questions:
 - What is your logline?
 - What is your theme?
 - What is the commercial genre of your screenplay?
 - Who is your core audience?
 - Why did you choose to write this story?
- The moderator asks the writer to briefly state what they hope to get out of group feedback, and asks the group if anything needs clarification before beginning.
- The group gives feedback/constructive criticism.
- The author discusses feedback/constructive criticism after group is finished.
- A new moderator is chosen.
- End of meeting.