PROGRAMMING COMMITTEE WORK PLAN (Committee members: Susan, Linda, Sam)	
GOAL	OBJECTIVES
Create a handbook for programming	1) Determine type of program - reading, class, series of classes, writer's group, critique group, etc. 2) Determine if there will be a payment and if so, what the source of funds are [NOTE: at the board level, we need to have a discussion about the issue of payment levels and schedules] 3) Establish steps required to execute each type of project (ex: length of program, book sales/signing, venue and how to access it, seating, sound equipment, heat/AC, donation mechanism, handicap accessible, etc.) 4) Get bio of person leading it 5) If pay is involved, make sure it's equitable; establish pay schedule so people are paid in a timely manner - need to provide list of ways you can fund your program 6) Timeframe for planning and publicizing the event 7) section on how to run a reading; section on how to run a class; section on how to run a workshop/group; how to on community events 8) attracting people to your event 9) section on registration and collection of payment, importance of payment at time of registration, management of wait list; 10) timeline for key benchmarks - readers, registrations, wait list, etc. 11) Tips on how to "manage" people who go beyond their time limit 12) how to run activities for children 13) section on getting your work published or put together a publication from a workshop

Special Projects (e.g., Broadsiding, Rain Poems)	1. Decide at the outset of the fiscal year how many special projects we want to take on. 2. Brainstorm ideas, narrow down list to agreed-upon number 3. Create ad hoc committee to oversee this project (don't forget to invite members to partcipate!) 4. Schedule projects to take place at intervals to reduce duplication and competition for resources. NOTES: There are a slew of broadsides from early on, we need to categorize and catalog these, as well as resurrect them for readings moving forward. We can engage visual artists to make them and invite them to attend events.
Other program suggestions/ideas (these need to be approved by both the Program Committee and the Board before moving forward)	1. Monthly workshops with 10 people, 2 of whom have received some sort of scholarship. 2. Young Poets -- organize a young poet event, have broadsides created for each of their poems (they do something similarly at St. John's - Susan knows someone in the English Department there) 3. Poetry in the Community - reading poetry to people in hospice and other facilities where people are for long periods of time (e.g., nursing homes, assisted living, etc.). Consider going to public housing complexes, etc.

PERSON/PEOPLE RESPONSIBLE	BEGIN/END	OUTCOMES	SUCCESS/EVALUATION
ad hoc committee (Linda, Susan)	Start in 1st quarter of 2022	We can put it on the website to help people who want to organize events and programs; WCPA members can direct others to it as a resource; being transparent allows us to be in alignment and integrity and as an honorable institution that wants to help poetry grow. This resource will help people who want to participate, it will help them be successful in launching their own events, and it will help us partner more smoothly.	Completed handbook, approved by board, posted to website

ad hoc committees	Spring, summer, fall	We will have a set number of special projects that will be well-executed. We can invite our members and others to participate, spreading the work load but also providing opportunities for engagement.	Well-executed special projects which reflect well on the organization and help us promote and spread poetry.
after board approval, form ad hoc committee for each project	Spring, summer, fall	There will be a variety of programs operating at different locations and with different populations in and around Worcester.	A variety of programming that provides poets, listeners, members and others to participate.