



## **Guidelines for Developing a Program**

The purpose of this guideline is to offer suggestions for how to develop and organize a program.

1. Define your topic. It is best to be as specific as you can. For example, instead of developing a program on twills, it may be better to focus on point twills or manifold twills.
2. Develop the main points you want to cover about your topic. You can use free association to get this list. At times the list may develop over several days. Jot down points as they pop into your mind. Then you can study the list and determine the correct and logical order for the presentation.
3. Define the terms or words used in reporting your topic.
4. Start at the beginning and progress to the conclusion. This sounds a bit simplistic, but it is an important point. The participants should be able to follow the progression or building of information being given.
5. If your program is about weaving, explain the weave structure and how it works. Include the threading, treadling, and tie-up. Bring draft examples for all to see.
6. If your program is about spinning, explain the process, including fibers used, twist, finishing, etc.
7. If your program is on another fiber related topic, include details of the process.
8. Explain the uses of this weave, cloth, yarn or process.
9. Discuss appropriate materials to use.
10. Show samples supporting your discussion.
11. Write down your notes. Put them into whatever format you are most comfortable with - outline, bullet points. Some examples are 3x5 cards, 4x6 cards, or regular size paper.
12. Develop handouts. They could be as simple as an article from a magazine, or as complex as something you write yourself. Perhaps it would be the outline you develop as you organize how your presentation will progress. The guild budgets for program costs, including such things as handouts. Be cognizant of and careful with copyright issues.
13. Another method that could be used to approach developing a program would be to do an in-depth study. Then the program would be a report of your results to the guild.
14. Working with a partner on a program is a wonderful way to share the responsibilities.
15. The program time frame should generally be about 60 to 75 minutes for the program, with a few minutes for questions and discussion.
16. Develop a source list for specialty yarns, equipment or other supplies as part of your handouts.
17. Develop a bibliography. This would be a list of sources where participants can find further information about your topic.