

Dear Participants,

While the more the merrier is ideal when it comes to workshop participants, it becomes important to follow workshop guidelines to ensure that everybody has a chance to share.

Without further ado, here are the Tower Poetry Society Workshop Guidelines...

**\*\* Participants are encouraged to arrive 15 minutes before the workshop, so that it might start at exactly 2:00 P.M. Please ensure you are making enough copies of your poem. We recommend at least 24 copies.**

Poets should sign their names on the list at the time they arrive. Poems will be read in the order that the participants signed the list.

The TPS President or their delegate will Chair the workshop.

When invited to present their poem, poets should read their poem clearly and with sufficient volume that others can hear them. They should not offer any introductory remarks about why or how they wrote their poem.

Poets will then remain silent while other members offer constructive comments on the poem, directing their comments to the Chair rather than directly to the poet.

After the Chair determines all comments have been offered, the poet will be invited to make a brief reply to the comments.

There will be no further discussion of the poem after the poet's comments. People who wish to make follow-up comments may do so directly to the poet during the break or after the workshop is over. You can also jot notes down on your copy of the poem and hand it to the poet for their private consideration.

Participants are asked not to have private conversations with each other during the workshop, as that disturbs other participants.

Thank you,

TPS Executive

Special thanks to Rhoda Hassmann for helping us out with these guidelines.