



Call for Proposals for Future Docs in Progress Workshops

Docs in Progress is pleased to announce an open call for workshops and classes for our 2016-17 program year. We are looking for proposals for pro bono or fee-based workshops to add to our professional development offerings for emerging and intermediate level documentary filmmakers in the Washington DC area.

Deadline to submit proposals: Proposals are accepted on a rolling basis. However, we typically schedule our programs at least three months before they take place.

How to submit a proposal? Please read through these guidelines completely and follow the directions to submit a proposal. Incomplete proposals will not be considered.

About Docs In Progress

Docs In Progress is a 501(c)(3) non-profit organization which gives individuals the tools to tell stories through documentary film to educate, inspire, and transform the way people view their world. By developing, encouraging, and celebrating new and diverse voices in documentary film, we also seek to deepen the public's experience, understanding, and appreciation for documentary as a form of art and expression. We do this by offering an array of programs aimed at aspiring and experienced documentary filmmakers and the broader community. Prior to submitting any proposal, we strongly recommend you familiarize yourself with Docs In Progress and the community we serve through our website (www.docsinprogress.org) or by attending some of our programs.

Educational and Professional Development Programs

Docs In Progress provides a wide range of classes, workshops and panels specifically focused on fostering growth and development in the documentary filmmaking community. Programs range from beginner classes for first-time filmmakers to more intermediate-level classes that are geared towards already-established filmmakers. Keep in mind that the majority of our community members are aspiring or existing producers and directors rather than technical specialists.

Below is a list of topics that we have covered in the past to use as examples of the kind of programs which have resonated with our community. You are welcome to propose a program covering one of these topics or others you think would be of interest:

- Adobe Premiere
- The Art of Editing
- Documentary Structure
- Lighting
- Camera
- Interviewing Techniques
- Grant Fundraising
- Crowdfunding
- Educational Distribution
- Field Audio
- Outreach and Marketing
- Film Festival Strategies
- Writing the Documentary Treatment
- Legal Issues for Filmmakers

What is expected of a Docs In Progress Teaching Artist?

- Expert knowledge in the proposed subject area.
- Demonstrated knowledge of the documentary field.
- Experience conducting trainings or workshops, preferably to audiences with varying levels of comfort with technical aspects of filmmaking.
- Commitment to provide participants with meaningful and useful information that supports their ability to create documentaries.
- A written outline denoting what will be covered in the workshop;
- Professional demeanor since you are reflecting Docs In Progress to both existing and new constituents.
- Commitment to schedule and hold date for program at least eight weeks in advance.
- Commitment to hold a program when four or more individuals have pre-registered (unless otherwise negotiated prior to workshop being listed)
- Provision of equipment needed for demonstration purposes (or familiarization with Docs In Progress equipment prior to workshop date.)
- Provision of useful handouts that help participants apply the material covered in the workshop to their documentary filmmaking. Think, “Don’t just tell me – Show me.” Submission of any handout materials to be copied by Docs In Progress at least one week in advance of the scheduled program date (Docs In Progress is happy to provide the copies for the program provided you allow us a one-week lead time to produce them. Alternately, you may bring handouts for the participants with you to the program, copied at your own expense.)
- Arrival at the workshop site at least one hour prior to scheduled program start time
- A plan to break at least 5 minutes after every 1½ hour of workshop time.
- Use official Docs In Progress evaluations to students so we can get their feedback.

Length and Scheduling of Workshops

Docs In Progress workshops typically range from two hours to a full day, but we will adjust the time period based on what is appropriate for the proposed session(s). We may also work with several teaching artists to create a panel for a specific topic or class. Since most of our participants are working professionals, our classes are usually held at 7pm on weeknights or during the day on weekends. Typical weeknight classes run from 7:00pm – 9:00pm or 7:00 to 10pm. Weekend sessions are more flexible and dependent on the needs of the proposed program.

Class Size

Registration often varies by topic and type of class or workshop, and we cannot guarantee a specific number of participants. Docs In Progress commits to holding a program if at least four individuals have registered in advance. Why four? In order to maintain the quality of our training programs, and understanding that participants learn from their interaction with others in the classroom, we have determined this is a reasonable minimum. The maximum enrollment varies greatly depending on the type of program. Hands-on production-based workshops generally cap at 10 participants. For workshops and panels we allow higher enrollment with a cap of 20-25 participants. If you have a specific number that works best for your class, please let us know during the planning phase so that we do not oversell your program. Also keep in mind that our constituency typically commits very late to programs so it is not unusual for us to not provide roster to you until the day before the workshop begins.

Compensation

Docs In Progress is a small nonprofit which covers half of its annual operating budget from fees charged to participants in training classes and workshops. These fees help cover rent, utilities, our small executive and administrative staff, and other general expenses which keep the organization in operation. With this in mind, we strive to keep program expenses as low as possible. Our workshops are offered by teaching artists on both a pro bono and contract fee basis. The application will ask you about your requested fee (or value of your offering if you are able to donate your pro bono services as an instructor). We generally do not cover travel expenses.

Promoting Yourself

Docs In Progress strives to offer high-quality professional development programs, not sales pitches. We require teaching artists to adhere to protocols of professionalism as representatives of Docs In Progress. The biographical sketch you provide us (as described below) is your opportunity to promote yourself and your company. The bio will be published on our website throughout the published calendar period during which your training is offered. It will also be used to introduce you prior to your presentation.

Our guiding principle is that a participant must “opt-in” to receive future correspondence from teaching artists. Our expectations of the protocol a teaching artist must follow are that 1) presenters may include their contact information in the handouts or give out a business card; 2) presenters may mention their company and any major accomplishments in their biographical sketch (150 words maximum); and 3) presenters may encourage participants to contact them directly if they have any questions about the training program. You may ask participants for business cards with the offer to keep in touch. Docs In Progress DOES NOT provide teaching artists with the personal contact information of our program participants. Some instructors pass around a sheet requesting contact information with the promise to send supplemental information to participants after the class. While you may solicit contact information from participants in this way, any such solicitation MUST clearly state that providing the information is voluntary and that it is for use by you and not Docs In Progress. You must also have provisions for allowing individuals to opt out of any mailing and/or marketing lists.

Docs In Progress Staff

Docs In Progress staff consists of the Executive Director, Erica Ginsberg, Programs Manager, Andrea Passafiume and Marketing Manager, Monica Sanjur. Andrea will oversee all logistics for your training up to the day of the training. Your workshop will be staffed by a Docs In Progress staff or board member. The staff member will have all of the information you need to ensure that your workshop is a success.

If you have any questions, please don't hesitate to contact:

Andrea Passafiume, Programs Manager
andrea@docsinprogress.org
301.789.2797

Application to Present a Docs In Progress Workshop

To consider your workshop, we must receive the following information in a Word document or PDF. Please e-mail to Andrea Passafiume at andrea@docsinprogress.org by the stated deadline for this call for proposals.

1. **TITLE OF PROPOSED WORKSHOP:**
2. **NAME, PHONE, AND E-MAIL OF PROPOSED TEACHING ARTIST(S):**
3. **LENGTH (IN HOURS) OF PROPOSED WORKSHOP:**
4. **NARRATIVE DESCRIPTION**
Please provide a brief description (200 words maximum) describing your proposed workshop. Please include an introduction of why people should attend, details on what participants will learn, and what participants will be able to take back to their filmmaking.
5. **INTENDED AUDIENCE** (150 words maximum): Who will this workshop best serve? Is there prior experience participants should have? Is this an introductory, intermediate, or advanced-level session?
6. **WORKSHOP OBJECTIVES** – List three things participants should know or be able to do after completing this workshop.
7. **BIOGRAPHY** (150 words maximum): What is your experience and expertise? You may wish to include your current position, expertise, past experience, education, and recent awards or other pertinent information. We are also interested to know if you have taught this or other workshops before and, if so, where, when, and to whom? If you are planning to team teach, please provide a bio for each presenter.
8. **REFERENCES** – Please provide at least two references with contact information to verify both your expertise in a particular area and your training skills, if possible.
9. **FEES:** Please note what fees, if any, you would charge to present this workshop. If you are willing to offer the workshop without charge, note “Pro Bono” with the value of your time in parentheses.