



DOCS IN PROGRESS

CREATING COMMUNITY THROUGH DOCUMENTARY

Call for Proposals – Future Workshops

Docs In Progress is pleased to announce an open call for workshops and classes. We are looking for proposals for 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 (for whom this may be their first experience with filmmaking) 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 any others you think would be of interest to this community:

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

What is expected of a Docs In Progress Teaching Artist?

- Expert knowledge in the proposed subject area
- Demonstrated knowledge of your field
- Experience conducting trainings or workshops for adult or youth learners, preferably to audiences with varying levels of skills and backgrounds
- 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 the scheduled program by holding the program date at least eight weeks in advance
- 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.”
- Arrival at the workshop site and set-up before the scheduled program start time. We ask that set-up is concluded 20 minutes before the program start time when students start arriving.
- A plan to break at least 5 minutes after every 1 1/2 hours of workshop time
- Use official Docs In Progress evaluations to gather participant feedback and continue to improve programming. The teaching artist is responsible for collecting surveys and submitting them to Docs In Progress staff within 72 hours after the completion of the workshop.

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 7:00 pm on weeknights or during the day on weekends. Typical, in-person weeknight classes run from 7:00 pm – 9:00 pm or 7:00 to 10:00 pm. Virtual classes are typically 1.5 hours in length. 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 a 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. Teaching artists are compensated 33% of total net class income.

If you have any questions, please don't hesitate to reach out to us at artisticdirector@docsinprogress.org.

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 email your workshop proposal to artisticdirector@docsinprogress.org.

1. **Title of proposed workshop:**

2. **Name, phone, mailing address and email of Teaching Artist:**

3. **Length (in hours) of proposed workshop:**

4. **Narrative Description** (200 words max)

Please provide a brief description 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 max)

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 max)

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. This will be published on our website with information about the course.

8. **Headshot**

9. **References:** Please provide at least two references with contact information to verify both your expertise in a particular area and your teaching skills, if possible.