

## ***Five Rules for The Writer's Studio Monthly Reading Series***

1. **THE TIME LIMIT IS TEN MINUTES TOTAL.** This includes any introductory or contextualizing comments and asides you may wish to make at the beginning, middle or end of your piece, about your writing or yourself.

AS A GUIDE, IT MAY BE HELPFUL TO REMEMBER THAT

**TEN MINUTES = A MAXIMUM OF 5 FULL PAGES DOUBLE-SPACED**

2. **DO NOT GO OVER THE TEN MINUTE TIME LIMIT.** It can be difficult to find a piece (or several poems) that is exactly 10 minutes long, so this is an excellent opportunity to practice editing. Editing for the purpose of maintaining cohesion in the story and staying within the time limit can also show you the redundancies and extraneous material in the piece you are planning to read. Always err on the side of coming in under the allotted time, not over.
3. **WHY STAY WITHIN OUR TEN-MINUTE LIMIT?** Frankly, it is very inconsiderate to go past your time limit. Practically, if everyone reads longer than ten minutes, it makes for a very long night. Also, you want to be remembered for what you read, not for going on too long, past everyone's attention span.
4. **ARRIVE 15 MINUTES EARLY** to introduce yourself to the reading host, advise them of the time of your piece, and do a sound check with the mic. If you have an unusual name, ensure the host understands how to pronounce your name correctly when introducing you.
5. **NOT TECHNICALLY A RULE BUT A SUGGESTION:** Stick around to hear all the readers. This is only a suggestion, but it is based on common courtesy. It builds camaraderie within the writing community.

**PROFESSIONAL CONSIDERATIONS FOR THE READING SERIES HOST:** If you must cancel, notify the host *no less than two weeks prior to the reading*. If you see the host could use a hand in setting up the room or mic—do offer to help. TWS alumni have volunteered to be year-long hosts over the past seven years to build this series up and make it an *ongoing* opportunity and event. It is now one of the best reading series in the city. Show them you respect their efforts and commitment.

**HIGHLY RECOMMENDED READING:** The best advice for readers everywhere can be found in a piece written by Hal Wake titled *A Note on Readings*, published in Event Magazine Issue 38.1, Spring/Summer 2009. He's the Artistic Director of the Vancouver International Writer's Festival and is full of excellent advice:

*'It is usually advisable to prepare an introduction to your reading that provides the audience with all the context they need to understand your piece. You can also use the introduction to relax yourself, tell a story, make eye contact with the audience—understanding of course that whatever time you take must not cause you to go over your time limit. That is the only unbreakable rule: Do not read too long.'*