

# PROCEDURE TO SUBMIT MATERIAL TO THE READERS' PANEL

A writer should start by emailing a note, and a synopsis of the material to be critiqued, to the Readers' Panel Coordinator giving him/her a heads-up that s/he is ready to submit. (The Coordinator's email address may be obtained on the HD CWC website.)

At the next monthly meeting, the writer will deliver the following to the RP Coordinator:

*(All of these items should be packaged in an 8.5 x 11 envelope for ease of handling as they pass through the designated HD CWC departments.)*

1. A completed "Release Form"
2. Payment of \$25; checks should be made to High Desert CWC.
3. Three copies of the "Submission Form," including a synopsis of the material. (One copy is for the HD CWC records, one is for the Inkslinger, and one is for the website. *If the writer does not want his/her synopsis to be published in the Inkslinger or the website, s/he needs to turn in only one "Submission Form."*)
4. Three, four, or five "Reader's Panel Critique" forms that include the name of the material and the submission date (the date of the meeting). Submit one form for each Reader circled on the "Submission Form."
5. Three, four, or five "Instructions and Information for Readers" forms, one for each Reader circled on the "Submission Form."
6. Three, four, or five manuscripts, one for each Reader circled on the "Submission Form."
7. One "Readers' Panel Numbering Form" that includes the title of the submission and the submission date (the date of the meeting).

## IF TIME PERMITS:

8. If time permits, the titles, genres, and a synopsis of each eligible material will be read aloud. The RP Coordinator will ask that, during break, any members interested in being Readers of that material go to the designated Readers' Panel table. The Coordinator will then return the "Submission Form" and synopsis to the appropriate package and give the package to the RP Committee.

9. At the designated table, the RP Committee will complete the forms, including assigning each Reader a number. An "Instructions and Information" form, a "Critique" form, and the manuscript or book will be given to the Reader.
10. The remaining forms will be placed back into the 8.5 x 11 submission envelope, and the package will be passed to the Treasurer.
11. After the Treasurer removes and records the \$25 payment, the package will go to the Secretary.
12. The Secretary will file the "Release Form," one "Submission Form," and the "Readers' Panel Numbering Form" in the Club's records.
13. The Secretary will then give one "Submission Form" to the Inkslinger Chairperson to include in the newsletter, and one copy to the Publicity Chairperson to include in the Readers' Panel section of the HD CWC web page.

*(If the writer does not want his/her synopsis to be published in the Inkslinger, on the website, or touted by email, only one "Submission Form" is needed.)*

**IF NO READING TIME IS AVAILABLE  
or  
NOT ENOUGH/NO READERS VOLUNTEER AT THE MEETING:**

14. If there is no time for reading, the Coordinator will give all packages to the RP Committee.
15. If reading time is not available, the RP Committee will follow the instructions of the writer on the "Submission Form" and either have the material published in the Inkslinger, the HD CWC website, and touted by email, or (discreetly, after the meeting), return it to the writer.
16. If the synopsis is read aloud, and the requested number of Readers, or no Readers, volunteer at the meeting, the RP Committee will follow the instructions of the writer on the "Submission Form" and either have the material published in the Inkslinger, the HD CWC website, and touted by email, or (discreetly, after the meeting), return it to the writer.
17. Between meetings, members may volunteer to be Readers by emailing the Readers' Panel at the address on the HD CWC website and stating which material s/he is interested in critiquing. Arrangements will be made to get the forms and manuscript/book to the member.