

# BK Authors Regional Gatherings

**What:** Casual, low-key gatherings of local BK authors

**Purpose:** Build relationships. Learn from each other. Have fun!

**Expected Size:** 5–10 authors



**Format:** You can structure it however you want. Here are two frameworks you can use as a starting point:

	Midday or Evening Social	Half-Day Gathering
<b>Possible Timeframes</b>	Lunch (12-2 pm) Dinner (5-7 pm) Light hor-d'oeuvres (7-9 pm)	11 am to 4 pm (includes lunch) 3 pm to 8 pm (includes dinner)
<b>Location ideas</b>	-A restaurant -A park -The organizer's home	-A rented meeting room at an event center, or a reserved meeting space at a community center or common area. -The organizer's home
<b>Activity ideas</b>	-Casual, informal conversation -A getting-to-know-you game -A facilitated discussion about one topic ("What is everyone's next book project?" "What is the hardest part of being an author?")	-Gather input from invitees in advance about 2–3 discussion topics they would find valuable/interesting. Hold 45-minute discussions on those topics. -Everyone brings an article draft, book proposal, or other work-in-progress to swap with a critique partner. -Everyone comes prepared to take 5-10 minutes to talk about a book they've read recently and what they learned from it.
<b>Budget</b>	BK Authors, Inc. will reimburse up to \$200 in expenses	BK Authors, Inc. will reimburse up to \$400 in expenses

## Suggested Process for Organizing a Gathering

1. Jeremy Madsen will send you a **list of names & emails** for the BK authors in your area.
2. Decide on a **date, location, and time**
3. **8-10 weeks ahead**, email an **invite** to every author in your metro area. Ask for RSVPs.
  - 3 days later, send a follow-up email to everyone who didn't respond.
4. **3-4 weeks ahead**, send a **reminder email** to everyone who confirmed or didn't respond.
  - Include more details (planned activities or discussion, who will be there, etc.)
5. **3-5 days ahead**, send **another reminder** to everyone who confirmed or didn't respond.
  - Include a list of who else has confirmed they will be there.
6. The **day before** or the **morning of**, send a **final reminder** to everyone who confirmed.
  - Include clear instructions on how to arrive and park.
7. **Take photos** at the event!
8. Following the event:
  - Send any **receipts** to Jeremy Madsen ([bkauthors@gmail.com](mailto:bkauthors@gmail.com)). We can reimburse through a physical check, ACH (direct deposit), or PayPal.
  - Send your **photos** to Jeremy Madsen and to everyone who attended.



Email us at [bkauthors@gmail.com](mailto:bkauthors@gmail.com) to start organizing a gathering in your area!