



NaNoBoston

A Tips and Tricks Guide to Planning Successful Satellite Write-Ins

As busy as November can be with reckless writing abandon, a lot of Boston Wrimos have found that setting up community-based NaNo events (which we like to call Satellite Write-Ins) can make the month a lot more fun and productive. One of our local Wrimos, Brandon (bschory), used his experience to create this helpful guide to make sure the planning and execution of them go as smoothly as possible. We hope you will use it to great success.

When planning a write-in:

1. The best place to plan these satellite write-ins is at the NaNoBoston Lounge (AKA the Boston forums on the NaNo website). The forums are the most visited part of the site, and posting information there opens it up to a wide range of people you might otherwise never meet.
2. Before you start your own thread, please look through the forum to see if there is an existing thread for your neighborhood.
3. If you don't find a thread, start one and include your chosen neighborhoods in the subject line. Keep in mind, you don't want your neighborhood choice so narrow that hardly anyone shows up, but you also don't want it so large that it becomes difficult to choose an event location. For instance, it would be better to start an MIT/Kendal Square thread than a Cambridge thread.
4. The NaNoBoston Lounge is open to all-ages. Therefore, please be friendly, polite, respectful, and encouraging when starting a thread, and try to avoid the use of things like sarcasm, which can be construed as threatening or offensive, even if you mean it playfully.
5. Remember that not all Wrimos are over 21. Though holding write-ins at bars can be a lot of fun, it not only excludes those who cannot legally drink, but those who may be uncomfortable going to a bar for personal reasons.
6. Even with the strong sense of camaraderie among NaNoWriMo participants, most of these writers will be strangers to you, and for that reason, it is best not to host write-ins in your home. Friendliness is all well and good, but safety considerations should be foremost in your mind.
7. So, where is the best place to hold a write-in if you can't have it at home or in a bar? Try your local café, coffee shop, or any publicly accessible place where you can reserve a room, such as your public library.
8. Our MLs put a lot of work into the official NaNoBoston write-ins and events. Please do not schedule a satellite write-in at the same time as an official NaNoBoston event. It's okay to schedule one on the same day, as long as it's not at the same time.

9. There are two good ways to reach consensus quickly about the date, time, and location of an event: a.) Choose one or two places and dates/times that work for you. b.) Work with a select few people in person at another event to do the same. Recommend those dates and locations in the thread, see which works for the most people, and tweak it if necessary.

Once you've chosen a date and location for your satellite write-in:

1. Make the following information clearly visible in the forum: the name and address of the location, as well as the date and time of the event. Make note if the entrance is difficult to find and include directions on how to reach your location via public transportation.
2. Let the MLs know when and where your satellite write-in is going to be held, so that they can add it to the regional calendar for all to see. E-mail them at bostonnano@gmail.com and include the date, time, and location of your write-in.
3. While smaller events (up to 5 people) shouldn't have any problem just showing up to a location, larger groups should call ahead and let the store manager know you'd like to come by. While this isn't strictly required, it is considerate of a location's need to turn tables during their busiest times, and will help ensure you have space to sit and work for a few hours.
4. It is always a good idea to scout out the location ahead of time. You'll want to look for things like large enough tables, and power outlets for laptops. While you're there, you can also talk to management to see if they are willing to accommodate a group of writers for a few hours.

The day of your official write-in:

1. Always have at least 1-2 extension cords and power strips to accommodate tables far away from outlets and multiple writers at one table. Including a surge protector to accommodate the sheer volume of Wrimos can be a life saver if you have an extra large group. Feel free to suggest in your forum thread that someone else also bring some of these supplies.
2. Many times a few Wrimos will show up without telling you in advance they are coming. Make it easy for them, and for everyone else, to find you. Mention in the forum thread if you have funky laptop stickers, will be wearing easily identifiable clothing, are planning to use a table tent, or if there will be some other way to identify you.
3. Don't be afraid to ask people who look like they might be doing NaNo if they are. While it can be uncomfortable to approach a stranger, you might be helping someone who is too shy to ask you about NaNo, or who just hasn't recognized you yet. Or you will get the chance to introduce someone to NaNo for the first time. So please, don't be afraid to ask.
4. If you're writing in a restaurant or any business, please support them by buying something while you're there. Not only does this engender goodwill in the community about our event and the people involved, it also ensures we will have places to hold NaNo events in years to come.

That should cover all the basics of setting up your satellite write-in. If you have any further questions, please post them in this thread within the NaNo Boston Lounge and one of us will get back to you as soon as we can.

This document was originally written by Brandon (bschory), and was updated by Jordan (QueenOfTheUniverse) in 2018 with help from comments made by Tom (SocioTom) and Travis (tkphotog) in the original thread for this document.