# Sponsorship Proposal: Write the Docs SLC

## Executive Summary

Write the Docs SLC is the local Meetup group under a family of Meetups and Conferences called Write the Docs (<http://www.writethedocs.org/>). WTD already exists in over two dozen cities, with a presence both nationally and globally in many emerging tech centers, such as San Francisco, Portland, London, and Berlin.

### Aims

Write the Docs aims to provide a place where programmers, technical writers, UX designers, customer support professionals, or anyone interested in excellent documentation can discuss and learn about best practices in software documentation.

WTD is not for profit; it is a series of meetups with minimal operating costs.

WTD is an inclusive community with a code of conduct that prohibits harassment of any participant, regardless of gender, sexual orientation, disability, physical appearance, body size, race, or religion.

### Group Leadership

WTD-SLC is managed together by Ashley Newton and Kyle Rollins.

### Location

The meeting location must provide:

* Wireless Internet Access
* Display equipment such as HDMI access to a monitor, or a projector
* Access for anyone who is disabled

### Activities

Since the first group event in September 2017, WTD-SLC has consistently held one small event per month. Depending on sponsor funding, the group may host one large event per quarter in the future.

Activities are free and involve education and discussion covering a variety of topics, including but not limited to:

|  |  |
| --- | --- |
| * Technical writing * UI Design * Python * JavaScript * Product accessibility | * APIs * Perl * Ruby * User Experience * Instructional Design |

## Use of funds

WTD is not for profit; it is a series of meetups with minimal operating costs. Organizers and speakers are not monetarily compensated.

The following funding is needed:

* Meetup fee: $90 for 6 months, or $180 per year
* Refreshments: $40 per meeting or $480 per year
* Space rental: cost depends on location

## Sponsor and community benefits

Sponsors will benefit from:

* Increased brand visibility and notoriety
* Helping students explore new career opportunities
* Learning about documentation standards
* Bridging gaps between silos in the technology and entrepreneurship communities
* Increased traffic to office facilities from prospective donors

## Meetup group description

### Background and aims

Write the Docs SLC is the local Meetup group under a family of Meetups and Conferences called Write the Docs (<http://www.writethedocs.org/>).

Write the Docs aims to provide a place where programmers, technical writers, UX designers, and customer support professionals can discuss and learn about best practices in software documentation. Attendees of all experience levels and backgrounds are welcome!

### Write the docs worldview

“It’s inclusive and expansive. We welcome everyone who is interested in creating great documentation that helps people develop, use, and maintain products and services. Our community includes technical writers, developers of all flavors, QA, product managers, support engineers, designers, librarians, scientists, community managers, and more.”

* Writethedocs.org

### Activities

Small monthly events (90 minutes duration) typically consist of a talk by one speaker, or one of the following alternatives:

|  |  |
| --- | --- |
| * **Panels** * **Presentations** * **Lightning talks** * **Workshops** | * **Group discussions** * **Hack nights** * **Mixers** |

Large quarterly events (2.5 hours duration) may include talks from 2-3 speakers, or a combination of one talk and one or more of the above alternate activities.

Activities are free and cover education and discussion covering a variety of topics, including but not limited to:

|  |  |
| --- | --- |
| * Technical writing * UI Design * Python * JavaScript * Product accessibility | * APIs * Perl * Ruby * UI Design * User Experience |

## Management

WTD-SLC is managed by Organizers Ashley Newton and Kyle Rollins. Participants displaying leadership qualities are encouraged to become co-organizers.

Organizers and speakers are not monetarily compensated. However, the refreshments provided at each meeting make regular participation viable.

## Location

The meeting location must provide:

* Wireless Internet Access
* Display equipment such as HDMI access to a monitor, or a projector
* Access for anyone who is disabled

## Participants

### Attendees

Attendees are typically professionals working in a variety of sub-fields in the Tech industry. Students considering a career in technical or business writing are encouraged to attend. Each attendee offers a unique perspective; each meeting includes a group discussion to encourage mutual mentorship.

### Speakers

Speakers will be recruited from:

* Salt Lake and Utah county tech communities
* Write the Docs conferences

### Relationship with existing groups

Write the Docs provides additional support to the activities of various existing Meetup groups. Since it focuses on the documentation aspect of software development, it can enrich the knowledge gained from attending other Meetups in the local tech community.

Organizers will develop relationships with leaders of existing groups to promote cooperation, collaboration, and promote attendance at group activities.

### Event promotion

Events listings are published and promoted on the group’s Meetup page.

## Code of Conduct (reference: writethedocs.com)

### Short Version

Write the Docs is dedicated to providing a harassment-free experience for everyone, regardless of gender, sexual orientation, disability, physical appearance, body size, race, or religion. We do not tolerate harassment of event participants in any form. Sexual language and imagery is not appropriate for any event venue, including talks. Event participants violating these rules may be sanctioned or expelled from the event without a refund at the discretion of the event organizers.

### Long Version

#### Harassment

Harassment includes offensive verbal comments related to gender, sexual orientation, disability, physical appearance, body size, race, religion, sexual images in public spaces, deliberate intimidation, stalking, following, harassing photography or recording, sustained disruption of talks or other events, inappropriate physical contact, and unwelcome sexual attention. Participants asked to stop any harassing behavior are expected to comply immediately.

#### Exhibitors & Sponsors

Exhibitors in the expo hall, sponsor or vendor booths, or similar activities are also subject to the anti-harassment policy. In particular, exhibitors should not use sexualized images, activities, or other material. Booth staff (including volunteers) should not use sexualized clothing/uniforms/costumes, or otherwise create a sexualized environment.

#### Participants

If a participant engages in harassing behavior, the event organizers may take any action they deem appropriate, including warning the offender or expulsion from the event with no refund. If you are being harassed, notice that someone else is being harassed, or have any other concerns, please contact a member of event staff immediately. Event staff can be identified by t-shirts/special badges.

Event staff will be happy to help participants contact hotel/venue security or local law enforcement, provide escorts, or otherwise assist those experiencing harassment to feel safe for the duration of the event. We value your attendance.

#### Venue & Social Events

We expect participants to follow these rules at all related venues and social events.