

## GUIDELINES for PDXPlaywrights Virtual Readings

- To make these meetings run more smoothly, we are planning to have most parts pre-cast; the script will be circulated by PDXP to the actors.
- Some playwrights may wish to have their scripts available before or during the reading for attendees to follow along reading; if so, we will post it on our site or share it at the meeting. Others playwrights may prefer to have the audience simply listen on the night of the reading.
- Participants will join the meeting with microphones muted to minimize audio disruption and noise. ***As a general rule, it is helpful to keep microphones muted unless speaking.*** Cast members and the reader of stage directions will keep their microphones open.
- At meeting introductions, we will do a “pass the mic” approach, with participants offering a brief introduction and then selecting someone else they see who has not yet identified themselves, and mentioning that participant by name.
- During feedback about the play, we’ve found it helpful for people who want to speak to wave their hands physically in front of their camera. We on the admin team will do our best to call on people to offer comments in the order they are received. This is our preferred method for people to offer reactions and feedback to the playwright.
- A chat/comments function is available where participants may also type comments and “raise their hand” to be called upon. This feature is helpful for us to call upon people who wish to comment, but we wish to use it to augment points made within the actual verbal conversation. The text can be distracting, so we are using them as a secondary feature; we are hopeful to prioritize verbal participation. That said, the chat is another avenue to offer feedback and and we can save comments made there for the playwright.
- Informal contributions are still being accepted and appreciated for PDX Playwrights as a playwrights association to cover our costs for meetings as well as our annual participation in the Fertile Ground Festival of New Works. They can be made via PayPal, payable to admin team member Brad Bolchunos at [bolchunos@hotmail.com](mailto:bolchunos@hotmail.com), or via mailing a personal check or money order to 9031 N Bristol Ave., Portland, OR 97203

**THANK YOU!**