ART + FEMINISM

2018 QUICK GUIDE
FOR ORGANIZERS

THE QUICK GUIDE

YOU'VE RECEIVED THIS QUICK GUIDE BECAUSE YOU SIGNED ON TO JOIN THOUSANDS OF ORGANIZERS AROUND THE WORLD TO HOST AN ART+FEMINISM

WHY ARE WE HERE?

Art+Feminism is a global project improving content on cis and trans women, the arts, and feminism on Wikipedia.

This quick guide is for you. It's been designed to walk you through the first steps to organizing an event with our campaign.

If you have more questions after reading through this cute, little quick guide feel free to email us directly at info@artandfeminism.org.

Let's get started, shall we?

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WELCOME TO
THE YEAR FIVE CAMPAIGN
#AF5

WHY ARE WE HERE?

The gender gap on Wikipedia is no secret. In 2011, The Wikimedia Foundation found that less than 10% of editors on the platform were women. When we're not represented in the writing and editing of the stories and records of people like us, the content gets messed up. The stories get mistold. We lose out on the real history. That's why we're here: to change it.

WHO ARE YOU, THOUGH?

We are four co-lead organizers, Jacqueline Mabey, McKensie Mack, Michael Mandiberg, and Siân Evans, who are responsible for keeping Art+Feminism moving. A wise woman once said that every day you show up, you re-educate people as to who you are and what you believe in. This is what we believe.

WHAT DO YOU DO?

Every year, during the month of March*, organizers and new editors gather together in groups to learn how to edit Wikipedia. We create new articles and improve existing content. These events welcome people of all gender expressions and identities to participate. Our work is about centering the voices and histories of cis and trans women on the platform. When people sign up to participate, they are also signing on to center those narratives specifically.

WHO PAYS FOR EVENTS?

We work with the Wikimedia Foundation to offer reimbursement for refreshments and childcare during events. Many of our organizers work with institutions who offer funding from their programming budgets to host edit-a-thons.

WHAT TO EDIT?

Edit-a-thons are interesting communities when the content being edited is about the community. If you're at a school, is there a way you could include current curriculum in an event? If you are at an art space, could you use the current exhibitions as a point of departure? Some folks will come with what they want to edit in mind, but many won't so it helps to have some suggestions and research materials ready.

WHAT WILL THIS GUIDE DO FOR ME?

Use this guide as a launching point to create an event suited to the needs of your community. Be bold. Listen to your gut. Show your work.

A WISE WOMAN ONCE SAID THAT EVERY DAY YOU SHOW UP, YOU RE-EDUCATE PEOPLE AS TO WHO YOU ARE AND WHAT YOU BELIEVE IN.

THIS IS WHAT WE BELIEVE.

+ that feminism is a lens we can use to dismantle oppression.

+ in working collaboratively in brave, friendly spaces.

+ that art and open access to educational resources are fundamental to the creation of thriving, open societies.

+ that representation matters.

+ that the experiences of women are varied and complex and we value and honor these differences in knowledge.

+ our greatest achievement is a participant walking into a workshop and learning that they can exist on Wikipedia and be a critical part of the protection of information about women like them and women they might not ever fully understand, but believe in.

Signing on to partner with us means that you share these core beliefs too.

1.1: THE ONLY CHECKLIST YOU'LL EVER NEED

☐ **FIND A VENUE.**
We encourage you to use a free, public space for your event. This kind of event is a perfect program for libraries, museums, community led co-working spaces, and universities. Look into local public institutions and ask if they would be interested in partnering with you or adding the Edit-a-thon to their list of programs for the year. We are unable to provide funding to pay for venue costs.

☐ **SECURE THE DATE AND TIME**
This is an easy one. Consider your audience: schools often choose a weekday like Friday. Once you have a date and a time, the next step is to find a dope person experienced in Wikipedia who can help to lead trainings at your edit-a-thon.

☐ **CREATE YOUR WIKIPEDIA USERNAME AND PASSWORD**
Don't have an account on Wikipedia? Create a username and password using this link.

☐ **REGISTER YOUR EVENT ON THE DASHBOARD**
The Dashboard is a tool we use to track edits to articles during edit-a-thons. You can find it here! We also made this lovely step by step guide that shows you how to use it. You'll need your Wikipedia username and password that you just created to sign-in to the Dashboard.

☐ **CONTACT US (IF YOU NEED HELP) TO CONNECT YOU WITH A WIKIPEDIAN WHO CAN HOST TRAININGS DURING YOUR EVENT**

If you're hosting for the first time and need help finding an experienced Wikipedian to lead your workshop, let us know! We'd be happy to help you find someone to lead. Even for us, sometimes finding a Wikipedian can be difficult, so we encourage you to be bold, and use our training resources to help you find a Wikipedian in your area who fits the needs of your community.

☐ **SUBMIT YOUR EVENT DETAILS ON OUR WEBSITE**
Click Me To Submit Your Event Form. Here is where you can apply for funding with us. Thanks to a grant from the Wikimedia Foundation, we're able to offer modest funds to defray the costs of refreshments and childcare. We also encourage you to apply for a Rapid Grant with the Wikimedia Foundation directly here.

☐ **REQUEST ACCOUNT CREATOR STATUS FOR YOUR EVENT**
Wikipedia has a limit on the number of accounts that can be created in a day by one person. Encourage your event participants to register an account on Wikipedia prior before they come. You can also request permission to create accounts on Wikipedia so that you can do it the day of. To request account creator status, add your username to this page:https://en.wikipedia.org/wiki/Wikipedia:ArtAndFeminism/AccountCreator. Confused about this? Email us at info@artandfeminism.org.

☐ **CHECK THAT INBOX**
We send invitations to free training sessions, community updates, and more just about every other week leading up to your edit-a-thon. Don't miss out on the details!

☐ **GET SOCIAL**
Use the hashtags #artandfeminism #noweditingaf and #AF5 to share your stories or your organizing work. You can also join our Slack channel to connect with fellow organizers and get quick answers to any questions you might have.

YOU MIGHT LIST YOUR EVENT ON
FACEBOOK, EVENTBRITE, OR ONE OF
THE OTHER MILLIONS OF PLATFORMS
DEDICATED TO PROMOTING EVENTS.
WHATEVER YOU USE, FEEL FREE TO TAKE
ADVANTAGE OF THIS SAMPLE INVITATION
THAT WON'T LEAVE YOUR ATTENDEES
ASKING WHERE, WHEN, OR WHY.

1.2: EVERYBODY COME TO THIS : SAMPLE FACEBOOK COPY

Art+Feminism Wikipedia Edit-a-thon

[venue]

[date]

[note: e.g. bring your laptop, RSVP required,etc.]

#artandfeminism #noweditingaf #AF5

Wikipedia's gender trouble is well-documented. In a 2011 survey, the Wikimedia Foundation found that less than 10% of its contributors were women. While the reasons for the gender gap are up for debate, the practical effect of this disparity is not: content is skewed by the lack of representation from women.

Let's change that.

Join us at [location], [address], on [date] from [start time] to [end time] for an all day communal updating of Wikipedia entries on subjects related to gender, art and feminism. We will provide tutorials for the beginner Wikipedian, reference materials, childcare, and refreshments. Bring your laptop, power cord and ideas for entries that need updating or creation. For the editing-averse, we urge you to stop by to show your support.

Childcare requires advanced RSVP; please contact us at [email] and let us know the first names and number of children requiring care, their ages, and what time you plan on attending. We invite people of all gender identities and expressions to participate, particularly transgender and cisgender women.

Please create a Wikipedia account before the event. You can learn how to do that here: https://en.wikipedia.org/w/index.php?title=Special:CreateAccount&returnto=Main+Page

Looking to copy and paste? Find the plain-text version here.

PRESS RELEASE, PRESS RELEASE.
HERE'S ANOTHER SAMPLE OF COPY YOU
CAN USE TO ARTICULATE WHAT THE
ART+FEMINISM EDIT-A-THON DOES AND
WHY IT MATTERS. FEEL FREE TO EDIT THE
COPY AS YOU LIKE. MAKE IT YOUR OWN.

1.3: THE ONLY PRESS RELEASE YOU'LL EVER NEED

[Institution Name] to host an Art+Feminism Wikipedia Edit-a-thon

[date]

FOR IMMEDIATE RELEASE

Press Contact: [name and email address]

[Venue] will host an Art+Feminism Wikipedia Edit-a-thon will take place on [date and specific location and time]. This all-day event is designed to improve coverage of gender, feminism and the arts on Wikipedia. The edit-a-thon will include tutorials for the beginner Wikipedian, ongoing editing support, reference materials, childcare, and refreshments. People of all gender identities and expressions are invited to participate, particularly transgender and cisgender women.

In a 2011 survey, the Wikimedia Foundation found that less than 10% of its contributors identify as women. This lack of inclusive participation has led to an alarming gap of content in the world's most popular online research tool.

Art+Feminism's Edit-a-thons and other initiatives make an impact on the gender gap through crucial improvements to gender, feminism and art related subjects on Wikipedia. Since 2014, Art+Feminism edit-a-thons have taken place across the world, creating and improving over 11,000 articles.

[We encourage you to write a paragraph about your event specifics - if there is a topic focus, how your organization shares the values of the project, etc.]

The [venue] Art+Feminism Wikipedia Edit-a-thon is organized by [organizer names].

###

Looking to copy and paste? <u>Find the plain-text version here.</u>

WE ALL KNOW WE LOVE TO HAVE LOCAL
MEDIA WRITE ABOUT US AND OUR
PROJECTS. BEING WRITTEN ABOUT BY
LOCAL NEWS SOURCES IS A GREAT WAY
TO GET MORE FOLKS TO PARTICIPATE.
HERE'S A LITTLE EMAIL WE'VE PUT
TOGETHER AS A TEMPLATE TO HELP YOU
IN REACHING OUT TO WRITERS. ENJOY IT.

1.4: GO GET THAT FREE EXPOSURE

Dear X,

I hope this email finds you well!

My name is X and I am organizing an Art+Feminism Edit-a-thon at [where] on [when].
Art+Feminism is an international campaign to improve content on cis and trans women and
the arts on Wikipedia, and to encourage women to participate on the online encyclopedia.
A response to the well-known gender gap on Wikipedia, events have taken place at
institutions such as The Museum of Modern Art, New York; Tate, London; Yale University,
New Haven; McGill University, Montreal; Archives Nationales, Paris; and many more.
I'd really like the writing you've done about [give specific example] and I think this project
is a good fit for your publication. I'd be delighted to talk more about it at your convenience.

Thanks for your time and all best wishes,
[name and contact info]

Looking to copy and paste? Find the plain-text version here.

1.5 : FOR OUR HONORED GUESTS

To get started, check in and sign up for a Wikipedia account [where].
This document lives at [link where they can assess this sheet online]

Event Details
Venue name
Venue address
Time of event

Join us for an all-day communal updating of Wikipedia entries on subjects related to gender, feminism and the arts. We will provide tutorials for beginner Wikipedians, reference materials, childcare, and refreshments.

Two things everyone needs to do!
Please tag all Wikipedia edits and all social media posts with #ArtAndFeminism #Noweditingaf #AF5
Sign in to the meetup page: https://outreachdashboard.wmflabs.org/campaigns/artfeminism_2018/programs

How do I learn how to edit Wikipedia?
Trainings will be offered at [times] in the [room number]. We also have training videos:
http://www.artandfeminism.org/editing-kit/

What should I work on?
If you have 1 hour or less, go to a training and learn more about editing Wikipedia.
If you have 90 minutes, go to a training and add some citations to an article in your area of expertise.
If you have 2 hours, go to a training and add a well cited paragraph to an article in your area of expertise.
If you have 2-4 hours, consider creating a new article. Be sure to gather your reliable sources and check in with an experienced Wikipedian to ensure that your article meets Wikipedia's *notability guidelines*.
Don't know what to work on? We have books and articles available for inspiration!

What if I have questions?
There are many volunteers on hand to field your questions about Wikipedia or research. Volunteers will be wearing [identifier]. Ask us for help!

Where can I work?
[list spaces where people can work and if they can eat in these spaces]

Other Details
Wifi Information:
Need a computer?

Research Resources
A good selection of open-access sources are listed in Art and Feminism Research Resources:
https://en.wikipedia.org/wiki/Wikipedia:Meetup/ArtAndFeminism/Resources#Art_and_Feminism_Research_Resources.
Additional sources on art are here: http://arcade.nyarc.org/search~S8/y.
This includes subscription-based sources accessible on-site only.

Looking to copy and paste? Find the plain-text version here.

LOOK AT YOU.
YOU'VE MADE IT TO THE
END OF THE GUIDE.

Last year, more than 2500 participants created or improved over 6500 articles on Wikipedia. What will we accomplish this year? Let's find out together. **#AF5**