

Get Out

Moderator Responsibilities

The Moderator shall:

- Make sure that group members post topics that are germane to the horror genre.
- Maintain decorum and respect for all group members.
- Facilitate group meetings based on group members' availability.
- Keep group members engaged.

Group Member Responsibilities

- Keep abreast of what is happening in the group. This means checking in at least 2 to 3 times a week. Do not be a “drop in” member.
- Be respectful of other member's comments. Everyone deserves to be heard.
- Keep track of your project goals and tasks. Are you holding yourself accountable?

Group Meetings

- Group meetings are on the last Sunday of every month. The purpose of meetings could rotate and include the following: discussing group members' work, coverage, exercises to improve writing skills such as reading a script or watching a movie, etc.
- Meeting length: 60 to 90 minutes.
- At least six members, including the moderator, should be available to meet. If not, then the meeting will be rescheduled.

Submitting Your Script for Coverage

- Each member can submit two coverage requests per month.
- Complete the coverage request form under the *Screenplay Portal*. Once you finish the form, the system will automatically generate a link for your request. Copy that link and send it to the moderator via a private message. The moderator will post the request link in the forum for the group to see.
- Make sure that your script does not have formatting errors or grammar issues. Present your best work.
- When receiving feedback, the best rule of thumb is to be receptive, open, and appreciative of the comments. Feedback is not an adversarial process, so refrain from taking a defensive posture. You may not agree with the notes but be open to the idea that something in your script could be improved. If you do not understand a note, ask thoughtful questions to understand the feedback. This is a collaborative process, and we are on the same team. Team win!

Directions for Completing Coverage

- Keep feedback constructive and concise. Give clear examples of what worked in the script. What needs improvement? Be respectful, but honest
- When you have finished your coverage, fill out the coverage form located under the *Screenplay Portal*. Once you have completed the form, the system will generate a link for you. Copy this link and send it to the member.
- Make sure to type your notes in a Word or Open Office document in case your coverage gets cut off on the form.

Submitting Notes and Feedback Requests

- Notes and feedback requests are not for full scripts or drafts. Members can submit an unlimited number of requests for notes and feedback on their work.
- Notes and feedback requests are for: loglines, synopsis, pages, pitches, etc.
- To submit a request, complete the *Notes and Feedback* form under the *Screenplay Portal*. Copy the link at the end of the form and send it to the moderator. The moderator will post it in the forum for the members to see.
- It is okay to submit work that isn't perfect. This is an opportunity to improve your work so that when you submit it for coverage, it is in the best possible shape.

Directions for Notes and Feedback Requests

- Complete the notes and feedback form under the Screenplay Portal.
- Copy the link and send it to the member. Be honest, but respectful.