

Facilitator guide

Make Something Together · 60–90-minute workshop

The promise

Everyone leaves with a rough first page (paper or digital) and one possible way to share it. They do not have to publish publicly.

For whom

Neighbors, families, library groups, classrooms, community circles, and other small groups. No journalism or publishing background assumed.

Before the session

Prepare blank paper, pens, a few sample formats, worksheets and (optionally) a projector, printer, scissors, glue and stapler.

Ground rules

Invite participation. Do not press anyone to disclose private experiences, photos, child details or culturally restricted knowledge. A fictional practice item is always acceptable.

How to use the slides

There are 25 editable slides with speaker notes. Adapt language, pace and examples, but do not use the Institute name to imply sponsorship of someone else's event.

Simple success test

Can participants say whom the page is for, show one draft, explain what they need to check, and name one safe next step?

Session plan

75-minute main route; adjust for 60 or 90 minutes

- | | |
|--------------|---|
| 0-5 | Welcome and purpose
Slides 1-4: share, connect, not a newsroom |
| 5-13 | Formats and one-page example
Slides 5-7: show simple physical examples |
| 13-23 | Choose purpose
Slide 8: fill in one sentence and share optionally |
| 23-34 | Gather three things
Slides 9-10: list headings; one is enough |
| 34-46 | Permission and checking
Slides 11-14: how to ask, when to confirm |
| 46-54 | Design and recipe
Slides 15-16: simple readable layout |
| 54-69 | Make the first page
Slide 17: paper, Word or local builder |
| 69-75 | Partner read and next step
Slides 18-23: one question, one correction, one plan |

For 60 minutes

Reduce format examples and discussion; preserve time to make and review. A single completed idea is enough.

For 90 minutes

Add a 15-minute showcase, drawing, collaging, or folding demonstration after partner review.

Facilitating the making time

Help people begin without taking over their words.

One-page recipe

A title, one short welcome, one to three items, and a way to respond. The template is a starting point, not a formula.

Helpful prompts

Who is the intended reader? Why will this help? What should someone know, appreciate or do? What can be safely left out?

Practical permission check

Ask what can be shared, with whom, and how to credit a contributor. Do not assume a public social post makes private or cultural information freely reusable.

For event/service items

Ask whether a current official organizer, service or agency source confirms dates, location, access, eligibility and next action. If not, omit or mark uncertain.

Partner read protocol

Reader identifies one thing understood, one thing appreciated and one thing unclear. Maker decides whether and how to revise.

Closing

Invite, but do not require, participants to say where the page could go. Let one-time projects count as complete.

Limits, reuse and attribution

Prepared teaching kit; field testing not yet completed.

No hosted program implied

The kit may be used by a group or facilitator. It does not establish an Institute-run class, credential, organizer partnership, or official Tribal program.

No submission or storage

The First Page Maker builds a draft in the reader's browser. It does not upload entries to the Institute or automatically save them. Participants choose whether to copy, download or print.

No cultural permission implied

Do not reproduce protected traditional knowledge, identifiable family details, or someone else's images/words without appropriate permission. The workshop does not decide local cultural protocols.

Where to find the learning routes

institute.thelongreturn.org/community-publishing — seven-step guide, maker, existing newsletter editor, fictional sample, workshop files and separate editor record.

Reference works

Brent & Biel, *Make a Zine!*; Todd & Watson, *Whatcha Mean, What's a Zine?*; Miller, *The Nonprofit Marketing Guide* (2nd ed.); Pichler (ed.), *Publishing Manifestos*; Winkiel, *Modernism, Race, and Manifestos*; *How Each Process Works* (2026).

What is new

This facilitator kit is an original educational synthesis, not a reproduction of book pages or illustrations. Try it with a small group, record what confuses them, then revise.