Re:Views

"Behind the scenes"

November 23, 2016

Different levels of where it all happens

Material X non-material

- Re: Views level
- Course level
- "Outsiders"
- KAA level
- Faculty level
- MU level
- Partners level
- Law level



Re:Views level

- FB group (our own)
- Personal meetings: several times a year + 2 mandatory
- Skype calls / meetings
- Extensive e-mail communication (R:V e-mail as well as ours)
- Google drive, sheets, docs, ...



Course level

- Our discussion and planning (syllabus and timeline, PPP, lecture content, exercises, observing the magazine timeline and current needs, ...)
- Discussions and planning with Dr. Tomková, Mr. Hanzálek, earlier with Jeff Vanderziel, now with doc Chamonikolasová
- Timetable & IS management
- Content management: classes, time management (our X yours X others')
- Publication management
- Starts fairly early



"Outsiders"

- Graphic designer
- Webmaster
- External quality check and editing



KAA level

- Premises (timetable & clashes, room)
- Information spread (department group e-mail, posters, noticeboards)
- PR (FB, web)
- Money
- Endorsement
- Official shielding
- Help with cooperation of official events and requests
- ESCape
- (KAArdian)



Faculty level

- Premises
- Shielding
- PR (promotion, FB, noticeboards)
- Registration on various lists & webs (organizations, media)
- Money
- AV team



MU level

We are an FA organization only, so MU level is not fully explored yet

- Promotion: FB
- onlineMuni
- Premises
- Possibility of financing
- CIC: FB, posters, posters
- ISC

Partners

- Printing shop: discount in exchange for promotion
- Adverts
- Krmítko
- Expat Center
- SAPMU
- Mostly FB and sharing/PR
- Student groups and other universities



Law level

- Registration with the court (<u>www.justice.cz</u>) as "zapsaný spolek"
- NTK and ISSN
- Accounting



Financing

- Membership fees (new)
- KAA (tangible X "invisible")
- Faculty of Arts
- Other grants
- Individual arrangements (SAPMU)
- Personal finances
- Sponzoring (in future)

Grants

- For specific and previously specified things only
- Not for our own rewards
- Outsiders X insiders
- Presentation in front of a committee
- Rules, reports
- Accounts



Non-material support

- Equally (and often even more) important than money
- PR, word of mouth
- Networking never be ashamed to ask for help or advice
- Us & our friends, you, KAA, FA, MU, SAPMU, Fulbright CZ, those we write about



What it looks like before and on an issue date

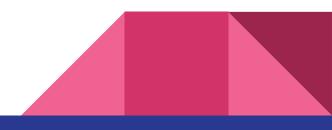
- You hand in the article
- Grammar & peer reviews
- Editor-in-chief gives the final green light
- Graphic design (part under supervision)
- Back to us & you
- Back to graphic designer
- Anna & I
- External editor
- My final review

- PR in advance (especially FB)
- Posters & leaflets
- KAA sending info out
- Contacting partners and patrons
- Contacting all that participated
- Our own sharing
- Post-issue processes
- Planning new issue
- Feedback

Other stuff we need to take care about

- Observe the "Stanovy"
- Meet regularly
- Vote for the "Výbor"
- Accounts
- Report all changes
- Secure financing
- Secure cooperation with the above mentioned subjects
- Check laws regularly for changes
- Get people to know us
- Come up with new things

- Keep all info updated
- Keep the web working
- Keep the social media working
- Check reach rates
- COMMUNICATION!!



Thank you! Any questions?