

## **FAW Centenary Book Project Branch History Manuscript**

### **Information**

- The following template is designed to help your FAW branch develop a submission to be included in the FAW Centenary book
- The book is to be launched in the FAW's Centenary year (2028)
- To make this happen, the Centenary Steering Committee has agreed to a deadline for branch submissions to be logged, which will assist researchers in pulling the data together in a timely manner to be 'on track' with the production of the book
- *The deadline for Branch History Manuscript submissions is Friday, 31<sup>st</sup> October 2025*
- The following template includes questions to help guide you in the writing of your submission
- The template is divided into two sections:  
PART I – BRANCH HISTORY  
PART II – MEMORABLE MOMENTS
- PART I – has prompt questions relating to the beginnings of your branch, foundation members, how it was run and any changes that have occurred over the life of the branch
- PART II – has prompt questions relating to 'the personality' of your branch, humorous anecdotes, quotable quotes, social occasions, distinguished visitors, book launches etc.

### **Please Note:**

- Photos, images, newspaper articles etc. should be submitted and sent as a separate attachment, (not inserted into a word document)
- Photos should be scanned at high resolution for commercial printing (preferably 300dpi), for the best result

## **FAW Centenary Book Project Guideline for Branch History Manuscript Submission**

### **PART I – Branch History**

Write a history of your branch in a creative, engaging style, including important information – for example:

- *Who was the first president and committee members?*
- *What was the founding date of your branch?*
- *When and where was the first meeting held?*
- *How many foundation members did your branch have?*
- *What format did your early meetings take?*
- *Where do you meet now?*
- *How often does your branch meet?*
- *What format do your current meetings take (workshops, critiquing)?*
- *How many people attend your monthly meetings?*
- *What writing competitions are/were offered by the branch?*
- *Has technology influenced or changed the way your members write?*
- *How has technology affected how your branch functions?*
- *How has the branch changed over the years?*
- *What writing styles/genres were popular in the early days of the branch?*
- *How have your members' writing styles changed over the years?*
- *Do your branch members write in a variety of styles and genres currently?*
- *Include references from other books/branch anthologies etc.*

## **PART II – Memorable Moments**

- *Interesting and humorous anecdotes, quotable quotes*
- *Any notable writers/famous personalities who visited your branch, or presented workshops*
- *Book launches, Christmas parties, special occasions,*
- *Any problems your branch has encountered over the years that have affected your branch membership, for example: the challenges during Covid lockdowns*
- *Other Memorable Moments*