

# HOST A WRITING W/SHOP



## *Marion's List.*

Join Parlour's nation-wide campaign to increase the number of women and gender-diverse built environment professionals represented on Marion's List.

As part of our March 2023 campaign, we encourage the Parlour Collective to advocate among peers, consultants and networks to help get more people and profiles up on Marion's List. Support this initiative by hosting an informal writing workshop.

### What is Marion's List?

Marion's List is our public register of women and gender-diverse professionals active in architecture and the built environment.

- **increasing diversity within public culture**  
Marion's List is an important resource for those seeking expert commentary or advice, those looking for people to participate in talks, panels, juries, sessional teaching, crits, writing and criticism, and much more.
- **a space to be seen**  
Marion's List expands the image of built environment professionals and introduces the myriad women and gender-diverse people active in shaping our built environment.
- **new and developing networks**  
Marion's List now includes the option to indicate availability for mentoring. This is the first step in Parlour's expansion of mentoring support.

For more information about the campaign, [head to the Parlour website overview post](#).

For more information about hosting a workshop, to download collateral and read the FAQ [check out the Parlour website post about hosting](#).

[Click here to register your interest](#).

More questions? Email us [projects@parlour.org.au](mailto:projects@parlour.org.au)

### Why a campaign and workshop?

Marion's List is very successful – many people are already on the list, and many individuals and organisations use it. It is an important resource. But there are more people to include, and many profiles to update.

A campaign helps bring focus and it is always more fun to do things together!

Some people have been putting off uploading their profile for a while – not enough time in the day, feel a bit shy, don't have a good bio to use as the base, can't find a good photograph, the list goes on. Others have been too busy to update their profile with their latest roles or achievements.

Coming together in a friendly, supportive and convivial environment helps with all of this. It is also another chance to meet new people and keep building existing relationships and networks.

Hosting a Marion's List Writing Workshop is the perfect activity for March, the month of International Women's Day. It is a great way to visibly support women and gender-diverse people within the practice and in the wider architectural community.

### Who is this for?

We encourage all Parlour Collective practices to get involved in helping to extend and expand Marion's List.

We particularly ask you to activate the practice's professional networks. Invite your colleagues, consultants and peers along for a casual, convivial session that helps boost everyone.

### How do we get started?

1. Check out what is involved
2. Register your interest
3. Make your workshop happen!



1.

# Hosting a Marion's List writing workshop

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## What is involved?

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### What & when?

A one- or two-hour workshop in March 2023. Choose a time and date that suits. It could be lunchtime or after work for an open session, or an afternoon for an internal workshop.

Writing workshops will be in a casual and friendly setting to support attendees to write and upload their profile.

### Who do we invite?

Invite your people and your networks.

The workshop can be internal or open to all. We encourage you to include your consultants and wider professional networks if possible.

### What do hosts provide?

- A pleasant space for people to get together and write/edit/upload their Marion's List profiles in company
- Simple but delicious catering to help people feel welcome and comfortable
- Seating/tables for people to work at, and power points/power boards for those who need to charge their devices
- Optional screen to show short video
- Optional photographer on hand – great support for those people who don't have a good profile shot already
- Optional editorial support – for those who aren't sure how to get started. Larger practices can support this through their marketing/comms people.

### What does Parlour provide?

Click on the bold grey text to access links to the collateral listed below.

- Invitation templates  
Find templates at the end of this PDF, or **access the Google drive version here**.
- Publicity and promotion  
We will share details of your workshop on **the Parlour website** and social media.
- 'How to' guide to writing a good profile  
Share with your attendees via the **website link** and/or the **PDF in the collateral pack**.
- Marion's List videos  
We have a range of excellent videos, available via the website or our vimeo channel
  - Join Marion's List videos by Shing Hei Ho (30 second and 60 second versions)
  - **How to write an engaging Marion's List profile**, with Nikita Morell, Justine Clark and Sarah Mair.
- Collateral for social media to promote involvement before and after the session  
Download banners, instagram squares and story templates via the **collateral dropbox pack**, or access via the **website collateral tab**.
- A big warm smile and heartfelt thanks!

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**Register your interest  
via our online form**

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2.



# 3.

## Hosting a Marion's List writing workshop

### Planning ahead

#### Select a time and date that suits your studio

Perhaps lunchtime or after work for an open session, or an afternoon for an internal workshop.

#### Nominate someone to lead / coordinate

Identify who is making this happen!

#### Choose a space / identify your capacity

Which space will you use as a venue? How many people can it accommodate comfortably? (The workshop can be as big or as small as you choose.)

#### Decide if you will run an open session or an internal session

A public session is open to all. An internal session is for your people and connections.

#### Tell us your plans!

##### Register your interest via our online form.

We will include details on our website (for public events) and send support material.

#### Invite people!

Use our template as a guide. We encourage you to invite your networks and help expand our reach and the range of people and built environment professions represented.

#### Organise simple refreshments

This helps people feel comfortable and welcome. It need not be fancy, just yummy!

#### Arrange editorial support (optional)

It is helpful to have someone on hand who can offer writing advice. If you have marketing and communication people, they will be an excellent help! If not, we have simple resources to share.

#### Arrange a photographer (optional)

A photographer on hand is great for those people who don't have a good profile shot.

#### Send attendees a reminder / calendar invite

Use our template as a guide – include when, where and info about what people should bring.

### On the day

#### In advance

##### Set up the venue

- Ensure you have enough power outlets so people can charge their computers
- Ensure you have enough seating
- Get the catering ready
- Test videos and sound (if showing videos on a venue screen)
- Download the simple support material and have it ready to distribute to participants.

#### During the workshop

##### Get going

- Acknowledge the Country you are meeting on and welcome people to the session
- Kick off with the Marion's List video clips and advice about how to write a great profile
- Get people writing and uploading their profiles! Suggest that they do this in pairs or groups so people can encourage each other and provide feedback.

##### Document the process

- Take some snaps of the session in action
- Keep a tally of the profiles added / updated.
- Celebrate a job well done!

#### After the session

##### Report back

- Tell us how you went. Share pictures of the session with us and tell us how many new profiles were added.

##### Tell the world!

- Share your results via social media. How many new profiles were added? Who is now on Marion's List?



# 4.

## Email invitation templates

Adapt the following to suit your session – send out to your network far and wide!

You can also download banners and instagram squares from our dropbox folder of collateral.

### Public workshop

The <grey text> indicates areas that you need to update.

Hello <First Name>,

<Practice name> is proud to be part of the Parlour Collective and is excited to join the campaign to expand **Marion's List**, Parlour's much-loved register of women and gender-diverse people in Australian architecture and the built environment disciplines.

We hope you will join us! We are hosting a Marion's List Writing Workshop on <Friday 17 March> at our <Sydney Studio> to make it fun and easy for you to get involved.

This friendly, informal session is an excellent opportunity to add your profile to Marion's List, to update an existing profile, or to help others to do the same.

Come along, whether you have been meaning to join Marion's List for a while or have only just found out about it. It is always more fun to do it together!

Arrive for some refreshments prior to a short discussion about how to write a good bio. Then it's over to you – share notes with familiar and new faces in a convivial session of encouragement and informed writing.

This is also a great chance to meet new people and to keep building relationships and networks

**When** <6–8pm, Friday, 17 March 2023>

**Where** <Practice / organisation name and address>

### RSVP

This event is open to all but numbers are limited. Please RSVP to <person responsible> at <email or booking link> by <9am, Monday, 13 March 2023>.

### What to bring

Bring along your laptop (or other device) and a charger.

If you have time to prepare a little, bring along a draft bio and a photo, take a look at the bios of other people. If you don't have time, just come along and work it out on the day!

### Who can join Marion's List?

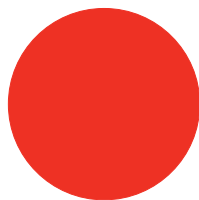
Marion's List is open to all women and gender-diverse people active in the built environment professions in Australia. People of all ages and career stages are welcome, as are those overseas who have connections to Australia.

### Why is making a profile important?

It is all about being seen and being visible, as an individual, a profession and an industry! It is a great resource if you are interested in being active in public culture – as a speaker, critic, teacher, writer or mentor – but it is equally important to be part of showing the world what an amazing group of women and gender-diverse people is involved in shaping our built environment in myriad different ways. Marion's List is already very successful – many people are already on the list, and many people and organisations use it. But there are more people to include!

Read more about Parlour's Month of Marion [here](#).

We look forward to seeing you there!



## Internal workshop, email invitation template

Adapt the following to suit your session – send out to your network far and wide!

You can also download banners and instagram squares from our dropbox folder of collateral.

The <grey text> indicates areas that you need to update.

Hello <First Name>,

As part of the Parlour Collective, we are excited to host a Marion's List Writing Workshop on <Friday 17 March> here in our <studio>.

Please join us and our invited network for <an evening> of friendly, informal and convivial profile writing and help us expand **Marion's List** – Parlour's public and well-loved register of women and gender-diverse people in Australian architecture and the built environment disciplines.

Refreshments kick off at <6pm> <in the hub>, prior to a short discussion from <6.30pm> about how to write a good bio. Then it's over to you – share notes with familiar and new faces from our network in an informal session of encouragement and informed writing.

If you have anyone across your projects you think would benefit from joining us for this session please let <Person Responsible> know to send out an invitation to them.

**When** <6–8pm, Friday, 17 March 2023>

**Where** <address>

### RSVP

Please RSVP to <person responsible> at <email or link> by <9am, Monday, 13 March 2023>.

### What to bring

Bring along your laptop (or other device) and a charger.

If you have time to prepare a little, bring along a draft bio and a photo, and take a look at the bios of other people. If you don't have time, just come along and work it out on the day!

### Who can join Marion's List?

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# 4.

## Short invitation templates

Adapt the following to suit your session – use these for Calendar invites and /or social media  
You can also download banners and instagram squares from our dropbox folder of collateral.

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### Internal workshop

Hello!

For all the women and non-binary people of the <Melbourne Studio> we are running a Marion's List profile writing workshop on <time, date> at <location>.

Marion's List is Parlour's much-loved register of women and gender-diverse people in Australian architecture and built environment disciplines. We're keen to get as many <practice name> people up as part of the campaign..

Come along, whether you have been meaning to join Marion's list or if you have only just found out about it, or if you just need to update your profile – this is always more fun to do together, and all are welcome.

#### **What to bring**

Bring your laptop or other device. If you have time to prepare a little, bring along a draft bio and a photo. If you have time, you could also familiarise yourself with the bios of others to see what tone might work for you.

See you there

### Public workshop

Hello!

<Practice name> is delighted to be running a Marion's List writing workshop, as part of Parlour's month-long campaign.

Join is on <time, date> at <location>.

Marion's List is Parlour's much-loved register of women and gender-diverse people in Australian architecture and built environment disciplines.

Come along, whether you have been meaning to join Marion's list or if you have only just found out about it, or if you just need to update your profile – this is always more fun to do together, and all are welcome.

#### **What to bring**

Bring your laptop or other device. If you have time to prepare a little, bring along a draft bio and a photo. If you have time, you could also familiarise yourself with the bios of others to see what tone might work for you.

See you there,



## Useful links

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You can also [download banners and instagram squares from the website](#). (Click on the Collateral tab).

### Public workshop

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We hope you will join us! We are hosting a Marion's List Writing Workshop on <Friday 17 March> at our <Sydney Studio> to make it fun and easy for you to get involved.

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