

WOOF

From Worldcon Runners' Guide

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WOOF

(Contributed by Robert Sacks)

W.O.O.F. (The Worldcon Order Of Faneditors) is a self-administered APA founded by Bruce Pelz. While it is technically self-administered, each Worldcon will need to locate the current Collator and make arrangements as specified below. In addition, each Worldcon should make an effort to publicize WOOF both in at least one progress report and in the daily newsletter.

If inexpensive internal facilities are available, Worldcons have often assisted the Collator in making copies of the covers, table of contents, etc. Repro of submitted zines has traditionally been at the cost of the submitters.

The usual rules are:

Copy count: 300

Collation: Normally noon on Sunday of the Worldcon

Deadline: Normally 5 pm on Saturday of the Worldcon

Place: Normally the Worldcon's mimeo room or fanzine lounge

The collator as of 1991 is: Victoria A. Smith, 12627 Harbor Dr., Woodbridge, VA 22192. The Collator appoints his or her successor.

Distribution List

1. Contributors and collators to the present issue
2. Contributors to the previous issue
3. The current Worldcon committee, Department heads, GoH's, and Toastmaster

4. Bruce Pelz, Robert Sacks
5. 1 Copy to each future Worldcon, NASFiC, and bid committee
6. Keep about 10 file copies
7. Other APA's collated at or after Worldcon which request it
8. Public distribution areas at Worldcon

Things to Include

1. Front & Back covers, Table of Contents, Copy count, collation, deadline, and contact information
2. Composition of the new WSFS Mark Protection committee (so far as named)
3. Other committees of major import named by the Business Meeting
4. The Hugo awards list, the Prometheus awards, other awards and prizes
5. Progress Report Zero of the winning Worldcon bid

What the Collator has to arrange

1. Collating space with tables, noon to 5 pm Sunday
2. Staplers and staples (large, heavy-duty)
3. A drop-off point with a 5 pm Saturday deadline
4. Access to typewriter or word processor to compose a table of contents on Saturday evening
5. Copying of covers and table of contents
6. Publicity in progress reports and daily newsletter

Other Collator Responsibilities

Saturday evening you have to put together the Table of Contents, if possible including the results of the Saturday evening special event. If the convention is going to publish a Hugo Award list Saturday night, see if you can get 300 — usually the committee's promise to get them to you in time for collation is sufficient. Similarly, try to arrange for 300 copies of Progress Report Zero. After you have finished the table of contents, you have to get it, the covers, and any other unduplicated contributions copied.

Sunday afternoon you have to organize collation. Afterwards, label the copies for individuals in pencil and distribute them. The committee mailroom is a good place to distribute committee copies. You will probably have to mail some copies to last year's contributors.

If your expenses for copying and mailing are significant, you can apply to the current Worldcon and past Worldcon committees for subsidies, but they are under no obligation to reimburse you. W.O.O.F. is a tradition of the Worldcon, but it is the responsibility of the Collator.

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(<http://www.noreascon.org/users/sflovers/u1/wcrg/toc.html>) | crg@sflovers.org
(<mailto:crg@sflovers.org>)

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