

How To Plan A CDWI

- 1) Choose an area, ideally one where there are several chapters in close proximity
- 2) Confirm a host chapter and send details of the duties of a host chapter to the host contact
- 3) Choose a weekend that will work for the workshop and the host chapter, keeping in mind the dates of nearby chapter shows and District events.
- 4) Contact the directors of the nearby chapters.
Note: CDWI is designed for front line directors. Much of the morning session is discussing the experience, successes, frustrations, etc. of running weekly rehearsal. If there are not enough Front-line directors to fill a workshop, it is acceptable to include one assistant director, but it really needs to be someone who has at least occasional rehearsal time in front of a chorus.
- 5) Once you have 4-5 directors to participate, request the trainers through the CDWI Coordinator. Ideally this step is 3 months prior to workshop date. With 3 months notice we can almost always find available trainers. The shorter the timeframe the more risk of not having trainers available.
- 6) Once your two trainers are assigned, make their travel and lodging arrangements. It is preferred for the district to pay for the flights and lodging directly. In most cases, if both trainers are male, they can share a hotel room.
- 7) Maintain regular contact with the directors, trainers and host chapter contact to ensure details are being taken care of.

Budget

CDWI costs can vary widely. The primary costs are the travel expenses and lodging for the Trainers. The farther you are able to plan in advance, the more likely to find available trainers closer to you and the easier for them to get cheaper flights.

It is up to the District how to cover the costs of a CDWI. The most common approach is to charge the chapters of the participating directors \$50 to \$200 each, generally not charging the host chapter. Some Districts cover the majority of the costs out of the District budget.

For more information or assistance, contact:

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CDWI at a glance

Morning Session (approx. 8:30am to noon)

- 5 directors and 2 Trainers in a private room with seven chairs in a circle
- Exploring Philosophy, Mission, Obstacles, and Solutions of planning and executing a weekly chorus rehearsal
- Each director selects 2 skills to focus on for afternoon session

Afternoon Session (approx. 1:00 – 4:30)

- 5 director, 2 trainers, one chorus (on risers)
- Each director gets two 10-15 minute segments to work on 2 selected skills, 1 segment with each trainer
- Immediately following each segment, the director and trainer go to separate room and review video while the other trainer works with the next director in front of the chorus.
- Generally Polecats are sung, so it is encouraged to invite members of other choruses and/or members of each of the director's choruses

Wrap up (approx. 4:30 – 5:00)

- 5 directors and 2 Trainers

Director time commitment (8:30 – 5:00)

Chorus time commitment (12:45 – 4:30)

CDWI Workshops are Level I or Level II. The primary difference is that for a CDWI II, all Directors must have taken a CDWI I. This allows for a different level of discussion in the morning session of a Level II. Other than that, it is just another opportunity for personal coaching in directing/rehearsal skills

Directors repeating a CDWI I is not a bad thing. Any director would benefit from taking multiple CDWIs, I or II. If you need one or two more directors to fill up a CDWI, it is okay to have others repeat.