

# Patterns and workflows

## Patterns

### Pretty consistent across everyone

Finding people is hard.

Finding people who might be interested in helping organize an event or organize a Fedora presence at an event.

Finding people who have the local context for a place that one might be moving to.

Finding people who might want to attend.

Finding people who are still active (keep things current)

Finding events is hard.

There's no real way to determine if you can't find events because they don't exist, or because you just haven't found them yet. Especially if you are an ambassador and you want to know about events that aren't Fedora specific (to provide a Fedora presence).

Finding events or keeping track of events to attend without being official can be hard for similar reasons, especially if you are in a place with either many or very few events. Or the filtering isn't sufficiently granular.

### Less common

Leverage the experience and knowledge of others! (Venues, budgeting (FLOCK, ambassadors), swag vendors, amount of swag needed per people)

Too much information to keep track of (spreadsheets, wordpress, wikis, email, IRC, Graphics, documents, twitter, facebook, forums, different cities states countries, instagram, telegram, blogs).

Multiple people touched on recruitment and mentorship.

### One person

Wikis aren't easy to compare due to lack of structure

Processes/tools/organizations in ambassadors is different across regions.

Insufficient localization (not just language, but local resources)

No funding for Fedora outreach to universities that are interested in Fedora but not as close by

Region suggestions may need to vary by localization (eg in scandinavia, people expect to travel 500km for events).

## Workflows

### Ambassadors

**are usually trying to get Fedora sponsorship into existing events. This means that they need to**

find out about events with enough time to contact the people involved (if it's a regular event this is easier),

submit a ticket on the Ambassador's pagure ticketing system for the event (eg: <https://pagure.io/ambassadors-na/tasks/issue/157>),

Ticket is reviewed in regional ambassador's meeting and people vote on whether to commit budget to it,

Reach out to the event organizers,

Figure out who else in community (ambassadors, mostly, but not necessarily) can/wants to help with or attend the event,

Figure out how much what type of swag/event boxes to bring and submit a ticket for it,

Organize everything (tickets, wiki page, email, IRC)

Attend the event

Submit an event report

Submit a ticket for travel costs for reimbursement including receipts

**serve as resources, distributing information/resources amongst the population they serve.**

Contacted by people who need help/information/resources (ambassadors can be proactive about this, as well)

Identify their needs

Sort through existing information and resources for the correct solution, or identify a gap

Supply the information/action/help that is needed.

## Event planners

**organize events, some large, some small.**

*Large events such as FLOCK proposal*

Request for proposals goes out

Someone who wants Flock in their city contacts others who might be interested in helping create the proposal.

Identify the constraints of the budget.

Meet regularly to report on progress, discuss status, and plan next moves

Figure out possible venues for the event (request for proposals sent to potential venues)

Identify what is involved in competitive proposals

Determine best timing for possible venues.

Identify costs associated with having the event in particular venues

Negotiate with venues to reduce prices

Select a venue

Create wiki page proposal

#### *Smaller events like Fedora Activity Days*

Someone decides to get a bunch of dispersed people in a team together.

They make a rough outline of the purpose of and goals for the event, and explain the benefit to the community that should result from it.

They submit this to request funding for the event.

They plan timing, event and hotel locations, catering, and travel.

The team discusses who they can afford to cover the travel costs for.

Budget request outline kept updated with additional information as things crystalize.

Event happens

Outline updated with what actually occurred.

Event report written

Reimbursement requested as necessary

#### *Events at universities for college students*

Set up regular meetings with representatives of technical clubs at nearby universities to learn how events went, desires for future events, and desired improvements.

Propose 3 possible times for events to club representatives.

Find out which date works best, how many and what type of student (usually first or second year).

Select topic based on student type.

Send google form to reps to be sent to club members (other students are welcome including from other universities sometimes)

Have event.

Create blog post about event.

*Presentations/demonstrations at outside events*

Identify groups (Mozilla, Google DeveloperFest, etc) at which to present

Contact those groups to identify relevant/desired topics/audience

Create Eventbrite for event, cross-event created on Facebook.

Publicize event

Have event

Collect names/emails/phone numbers to identify who actually attended event

Create event report in blog

Create how-to report for topic in blog

Potentially have people contact self for more information about topic via blog post