



COMMUNITY SCREENING CHECK LIST

Before your screening.

1. Order your DVD from <http://www.americanblackout.org>. Test your DVD when you receive it.
2. Arrange for your screening venue.
3. Send out your invitations early with plenty of information about the film.
4. Promote your screening by notifying local newspapers, radio stations and civil rights groups.
5. Print out and distribute flyers about your event.
6. Arrange and organize volunteers in advance to help host the event, lead discussions and document the event with video and still cameras.
7. Print out plenty of sign in sheets, surveys and handouts.
8. Send out a reminder email to your guests the day before the event.

The day of your screening.

9. Have plenty of comfortable seating.
10. Have plenty of pens and pencils on hand.
11. Have volunteers arrive one hour before screening.
12. Test your DVD and equipment.
13. Open door 15-30 minutes early.
14. Welcome your attendees.
15. Introduce VIPs.
16. Screen American Blackout.
17. Invite VIPs to speak.
18. Lead Discussion.
19. Organize Action Teams.

After your screening.

20. Send video and still photographs to local newspapers.
21. Send American Blackout Team the Sign In Sheets.
22. Send American Blackout Team your videos and photos and stories.