

PLANNING CHECKLIST

A helpful step-by-step checklist for hosting and follow-up to your unique *Beyond Crisis* screening event. For expanded hosting tips, please refer to Page 6 “Planning the Event” and Page 49 “Film Hosting Resources.”

Checklist for Hosting a Screening Event

- Draft an event plan using the Community Engagement Strategy (Page 9: Template)
- Establish a timeline (e.g. time of event, time for outreach, time for planning etc.)
- Discuss and assign key event roles (Page 48: Possible Event Roles)
- Decide on your event type (Page 49: Event Types)
- Book a venue (Page 47: Where to Host a Conversation)
- Create a guest list (who to invite?)
- Send out invites and promote your event (Page 42: Advertising Your Event)
- Equipment and set-up all ready to go? (Page 51: Equipment & Set-Up)

Checklist for Hosting an Engagement Session

- Host event based on your established Community Engagement Strategy
- Document audience participation and discussion (Page 50: Notetaking)
- Consideration of further opportunities for learning, action and engagement to follow

Checklist for Follow-Up

- Follow-up with participants, sharing highlights and opportunities for action
- Share Participant Feedback template and/or brief survey to gather feedback
- Consideration of “lessons learned” and further opportunities for learning, action and engagement to follow