



Screening Check List

4 - 6 WEEKS BEFORE

- SHARE YOUR IDEA WITH THE CARAVAN FILM
- CHOOSE YOUR CHARITY OR BENEFICIARY
- SET A GOAL
- OBTAIN A PUBLIC SCREENING LICENSE OR WORK WITH THE CARAVAN FILM FOR A ROAD-SHOW SCREENING

3 - 4 WEEKS BEFORE

- CHOOSE YOUR VENUE
- CHOOSE A DATE AND TIME FOR YOUR EVENT
- ARRANGE FOR A/V EQUIPMENT OR BOOK THE CARAVAN FILM ROAD-SHOW
- DETERMINE THE SCOPE OF YOUR FUNDRAISER
 - Are you going to have a speaker?
 - A post-event fundraiser?
 - A complementary volunteer event?
- ARRANGE FOOD AND BEVERAGE
- START PROMOTING
- SELL YOUR EVENT

14 - 21 DAYS BEFORE

- PLAN THE ITINERARY
- KEEP PROMOTING
- GET POSTERS PRINTED OR ARRANGE FOR SOME WITH THE CARAVAN FILM WE WILL SEND YOU DIGITAL FILES
 - Double check your venue is good to go.
 - Recruit friends and family to help out on the day of the event.

7 - 14 DAYS BEFORE

- CONFIRM LOGISTICS ARE ALL SET
- LAST MINUTE PROMOTIONAL PUSH

7 DAYS BEFORE

- REVIEW CHECKLIST TO ENSURE EVERYTHING IS IN PLACE - Compile a list of confirmed guests and consider seating space and refreshment provision.



5 DAYS BEFORE

- CONFIRM GUEST LIST
- ISSUE A PRESS RELEASE to local media
- CHECK A/V - When the BLU-RAY or DVD arrives, have a dry run on your audio/visual equipment. Write your opening/closing remarks.

2 DAYS BEFORE

- PREPARE DETAILS

DAY OF

- ARRIVE EARLY
- SET UP Deliver opening/closing remarks.
- ENJOY the EVENT