

This guide is designed to help organizers plan and execute events.

Planning

- ☐ **Get to know NIRV**
 - ✓ [Watch the NIRV Intro video](#) and read the [Project Summary](#) which will introduce you to the films, filmmaking process, *Screen&Discuss* strategy, and Community Supported Film.
- ☐ **Local Outreach** – [Reach out to other organizations and individuals](#) in your community and invite them to partner on the event. Greater engagement can improve diversity, planning, funding, promotion, and impact.
- ☐ **Date & location** – Decide on a date and location, in-person or online, for your event. Keep your location neutral and accessible, like a library, to encourage the participation of people from a diversity of backgrounds and perspectives.
- ☐ **Event focus and film selection** – Events can be focused based on issues of local interest or by topic. See our list of [immigration topics](#) for ideas and then [watch and select films](#).
- ☐ **Discussion format** - *Screen&Discuss* events are typically 1.5 hour long and include the viewing of 3-4 films (~10 min. each) followed by discussion. Discussion can include panelists or break-out groups. Review these discussion resources:
 - ✓ [Discussion Guide](#) – Questions and ideas for audience members to consider while watching the films and to discuss afterwards.
 - ✓ **Action Toolkit** – [[1 pager](#) (see page 2), [12 pager](#)] Provides ideas for things to do and think about in regards to immigrants and immigration policy.
 - ✓ [Teaching and Usage Guides](#) – A handy resource when using the NIRV films in a learning and training environment.
 - ✓ *For further information about immigration see [Background Information on Immigrants and Refugees](#).*
- ☐ **Invite panelists** – Inform your discussion with locals, experienced with the topic of your event, and the filmmakers and subjects.



Promotion

Sample documents, graphics and photos are [available online](#).

- ☐ **Press** – Send press releases to local TV, radio, and online (video, podcasts) outlets and encourage them to cover the event.
- ☐ **Local Organizations** – Ask local organizations to forward email announcements to their members/constituents or include in their newsletters.
- ☐ **Flyers** – Use our [photos](#) and [graphics](#) to create publicity materials and post in the community and on websites.
- ☐ **Email and Social Media Posts** – Prepare emails to advertise the event and send to your members/constituents.

Amplifying local voices to foster equitable societies.

Donate: csfilm.org/support
View: csfilm.org/films
Organize: csfilm.org/organize

Community Supported Film
 31-33 Lenox Street, Boston, MA, 02118, USA
csfilm.org info@csfilm.org 857-415-0564

- ☐ **[Social Media Graphics](#)** – Create a Facebook event and announce via Twitter, Instagram, LinkedIn etc.
- ☐ **Civic Calendars** – Send announcement of event to local calendars (print or online) at least a month in advance.
- ☐ **CSFilm** – Be sure that CSFilm knows about your event so we can put it on our [Upcoming Events](#) page and send emails to our contacts in your area.

Event

Sample documents, graphics and photos are [available online](#).

- ☐ **Event materials prep** – Print or prepare your [Program](#), [Discussion Guide](#), [Action Toolkit](#), [Feedback form](#), etc.
 - ✓ It is very important to CSFilm's process that all organizers gather feedback at the end of their event either via the [Feedback form](#) or this [sharable online link](#).
 - ✓ Your program can include [descriptions, bios](#) and [photos](#) of the films and filmmakers, panelist's photos and bios, and an [introduction](#) to the work of CSFilm ([logos](#)).
 - ✓ If hosting an online event [prepare slides](#) to use at the open and close of your event and to introduce your panelists.
 - ✓ [Prepare a script](#) for your in-person or online event.
 - ✓ Prepare signage to ensure attendees can find your event.
- ☐ **Documentation** – Decide whether and who will take photographs and video.
- ☐ **Set-up** – Ensure enough volunteers are available to welcome guests, run the technology (films and microphones for audience discussion), facilitate discussion, manage facility issues, and collect feedback forms at the end.
- ☐ **Registration/Sign-in** – Print [sign-in sheets](#) and encourage attendees to sign in when they arrive as a way to get a good count of attendance and to follow up with them after the event.
- ☐ **Handouts** – Provide program materials to all attendees.
- ☐ **Schedule** – Ensure all panelists are clear about the timing of the event. If doing an online event, do a practice session and have everyone show up 30 min early to test mics and cameras.
- ☐ **Facilitation** – The individual facilitating the discussion should be good at keeping conversations moving, interesting, and on topic. Review CSFilm's [event scripts](#).
- ☐ **Resources and Feedback** – Remember at the end of the event to mention the [resources available on CSFilm's website](#) and to have attendees provide feedback via the [form](#) or [link](#).



Follow Up

- ☐ **Feedback forms & Sign-in sheets** – Please send scans of the feedback forms and sign in sheets.
- ☐ **Photos** – Please send CSFilm your photos so we can feature them on our website.
- ☐ **Event Summary** – If you can send CSFilm a brief report or summary of the highlights of your event, we will prepare a post about your event for our website.
- ☐ **Press** – Please let CSFilm know if any press reported on your event.

Amplifying local voices to foster equitable societies.

Donate: csfilm.org/support
View: csfilm.org/films
Organize: csfilm.org/organize

Community Supported Film
 31-33 Lenox Street, Boston, MA, 02118, USA
csfilm.org info@csfilm.org 857-415-0564