

CONNECTHER

October 2020

CONNECTHER PRESENTS

International Day of the Girl Film Event

ConnectHER Film Festival Screenings



connecther.org/dotg
filmfest@connecther.org

WELCOME!

We are thrilled to have you join us as an official ConnectHER DOTG Ambassador. Our goal is to provide you with all the resources you need to host a successful and impactful film screening in your community.

The overall process for a successful screening is comprised of three basic parts:

Plan Your Event:

- Start by choosing a date in October to host your virtual screening.
- Remember that you can choose the theme! We highly recommend having a Q&A session right after the screening with your guests. Some hosts have even invited guest speakers!.

Inviting and promoting:

- Create an event page on Facebook which includes a link to our attend a screening page (so attendees can sign up to your location.)
- Invite friends to join and start promoting!

Final preparations: A checklist of things to do before and during your event.

PREPARATION: 2 - 6 WEEKS BEFORE EVENT

Watch ConnectHER's DOTG on-boarding webinar to walk you through the process and timeline. (4-6 weeks prior to screening)

Choose a platform and date (4-6 weeks prior to screening)

- We suggest choosing a screening platform that you are comfortable using and has enough capacity for online guests such as Google Hangouts or Skype. If you choose Zoom as your screening platform, be sure to have a subscription to accommodate guest size and screening duration.
- Our Ambassadors will host screenings throughout the month of October.

Create a written vision (4-6 weeks before)

Write down your ideas for what you want to achieve by hosting your screening. Do you envision your audience to be a close gathering of friends and classmates? Or perhaps you want to partner with the local organization or university and get the whole community involved? Taking time to clarify your vision is an important part of making it happen.

Choose a theme (4-6 weeks before)

Pick one of these 6 subjects for your event: Redefining Beauty, Girls in Tech, Women and the Environment, Sexual Exploitation, Educating Girls Globally or Centering the Voices of Black Women & Girls. The curated films, discussions, and any actions will all focus on this theme. All themes except for sexual exploitation are appropriate for ages 12 and up.

- Promote and Invite. Ask your friends, colleagues and/or teachers to join you. (4-6 weeks before)**

Invite friends, teachers and community leaders to join you in helping to coordinate the event. The more people who help, the more successful the event will be. Encourage people to join through email invitations, social media such as a Facebook event, fliers, and word of mouth.

- Confirm and Remind (2-4 weeks prior to event)**

Follow up with reminders via email, Facebook events page, or individual contact. We suggest posting to the event page (if on Facebook) several times leading up to the event to help increase awareness and excitement.

- Recruit volunteers for event (2-4 weeks prior to event)**

A little help goes a long way! Asking a few friends to volunteer and help with the screening will ensure that the event is a success e.g., manage Q&A and chat, set up and break down, Audio/Visual tech lead, etc.

1 WEEK BEFORE

- Do a practice run of the screening on your chosen platform. Consider this to be your “dress rehearsal!”.**
- Confirm final details of event with ConnectHER staff.**
- Send reminder to attendees about your event.**
- Post a reminder on social media.**
- Confirm attendance of volunteers.**

DAY OF SCREENING

- Run through presentation with speakers at least 2 hours beforehand to do a test run. Ensure that you:**
 1. Que the reel and have it on stand by.
 2. Have a backup person to lead screening in case of connection or technical issues.
 3. Have all speakers do a mic check.
 4. Have someone to manage guest requests and entry.
 5. Greet guests.
- Allow time for Q&A(optional).**
- Follow “Screening outline” agenda.**