



## Checklist for holding a Being in Heaven Screening

### At least one month before the event:

- Book your venue. Decide on a time, date, location for your screening. Ensure that the venue is available when you need it.
- Start your advertising campaign. Print out posters and put them in appropriate places. Send out emails. Place advertisements in newsletters (school, community groups, church etc.)
- If you plan on hiring any AV (television, projector, sound system) equipment you should look into booking that now.
- Speak to people in your area that may be able to support your screening – Health food stores, natural health clinics, organic food markets, spiritual groups, yoga centres, bookshops, social networking sites such as Facebook, Meetup etc.
- Make sure that your copy of Being in Heaven plays all the way through (i.e. There are no scratches on the disc.) If not, please contact us.

### At least one week before the event:

- Check the booking with your venue and details such as: keys/ alarms, access to power and location of the toilets.
- Organise any refreshments/ food that you may plan to supply.
- Gather any material you want to make available to guests to take with them after the screening – Local health newsletters, local business cards/ flyers for local health practitioners, perhaps a flyer with your contact details and the Being in Heaven website.
- Do some last minute marketing – send out another round of emails, perhaps call a few key people.
- Check that all your equipment works and that you know how to work it, especially if you are using equipment that is not yours.

### The day of your screening:

- Arrive at the venue early enough so that you are finished setting up before you anticipate the first guest arriving
- Perhaps take a minute to introduce yourself and the film and inform the guests of what will happen after the screening (if anything).
- Enjoy the screening, and be satisfied that you are contributing to raising of consciousness within our society by sharing this film.