
Hosting a Screening of *Injustice Anywhere*: Hospitality Planning Tips

∞ Inviting people to come:

- Have you sent out invitations?
- Have you shared the information with media in your area? (Note: consider university newspapers and/or other community news/websites, etc.)
- Do the churches in your area know about the screening?
- Have you taken advantage of social media in your community?

∞ For the screening itself:

- Do you have the projector you need?
- Do you have internet sufficient to stream the film, or a DVD of the film?
- Is the screen set up? (Do you need volunteers to assist?)
- Can everyone in the room see the screen?
- Is the space large enough that you will need to rope off a section to make the screening a community experience?

∞ When guests arrive:

- Can they find their way to the door to enter? Do you need signs outside the building directing them where to enter?
- Is there someone to greet them and welcome them to the space?
- If you are expecting media/reporters, do you have someone to greet them who is prepared to speak to the press about the film?
- Are the restrooms easy to find, or do you need additional signage?
- Will you provide something to drink (water, punch, coffee/tea)?
- Will you provide something to eat (cookies, veggies, cheese, etc.)? (*Providing food that can be held on a napkin and eaten with fingers will be easier.*)
- Is it clear where in the building the screening will be held, or do you need signage, or someone, to direct your guests?
- If you have roped-off an area in the screening place, be aware that you need to open that space when the available seating areas become 80% full.

∞ When guests leave:

- If you had greeters when they arrived, it is appropriate for your greeters to return to their posts and thank your guests for coming to the screening.
- Clean-up the space you have used for the screening.