PLANNING CHECKLIST

SIX WEEKS TO THE NIGHT, STEP BY STEP

Tick things off as you go. Hosting a small group at home? Skip anything marked `100+`.

6+ WEEKS BEFORE

SET IT UP

- [ ] Send your request on the host page (beyondmedicine.movie/host-a-screening): your date, venue and how many people you expect. A rough guess is fine. Trent replies within two working days.
- [ ] Book the room for about three hours: an hour to set up (90 minutes for a big room), then two hours for the evening.
- [ ] Choose your tickets: free, a suggested $15 (you keep it all), or let us sell them for you (70% of the ticket money to you, after the ad costs). Tell Trent which. For 300 or more with Harry in person, his airfare and hotel come out of ticket sales first; Trent agrees that budget with you before anything is booked. Planning a free event of 300+? Trent will talk travel through with you.
- [ ] Choose what happens after the film: Harry on Zoom (under 300 people), Harry in person (300 or more), or a conversation you lead with the discussion guide. Book the time with Trent.
- [ ] Check the room has what you need: a screen or wall the back row can read, real speakers (laptop speakers won't carry past a dozen people), internet good enough to stream video, and lights you can dim.
- [ ] Check access: a step-free way in, an accessible restroom, and seats near the front for anyone who needs them. Ask Trent whether captions are available if you need them.
- [ ] Ask a few helpers: one at the door, one on the tech, one with the microphone, and one or two who have tried the GEM app to help people with the scan. `100+` Add a few more.

3 WEEKS BEFORE

SPREAD THE WORD

- [ ] Set up your tickets or RSVP: Eventbrite, your church or clinic booking system, or a simple sign-up form. Copy its link. If it asks for emails, add the consent line from the host guide or beyondmedicine.movie/host-kit.
- [ ] Make your poster and social images in the poster maker at beyondmedicine.movie/host-kit, with your link, so the QR code takes people straight to it.
- [ ] Send the invitation email, post on social media, and put the paragraph in your bulletin or newsletter.

- [ ] Print posters and put them up where your people already look: the noticeboard, the front desk, the coffee shop.
- [ ] Watch the film yourself, start to finish, on the private link Trent sends you.
- [ ] 100+ Send the one-line listing to your local paper, radio station and community calendars.

1 WEEK BEFORE

TEST EVERYTHING

- [ ] Send the reminder.
- [ ] Do a full test in the room, on the equipment you'll use: the first ten minutes of the film, the end credits (check the QR code in them scans from the back row), the screen slides. Listen from the back row. Try the lights.
- [ ] If Harry joins on Zoom: confirm the time with Trent, and test a Zoom call on the room's screen and speakers, with a camera that can see the room and a microphone people can speak into.
- [ ] Print the seat cards (one per seat) and the discussion guide for yourself.
- [ ] Tell your helpers who does what: who greets, who runs the tech, who carries the microphone.
- [ ] Count your RSVPs and plan seats for that many, plus a few extra.

THE DAY

SET THE ROOM

- [ ] Arrive an hour early to set up (90 minutes for a big room).
- [ ] Play the start of the film once more. Set the volume a little louder than feels right: a full room soaks up sound.
- [ ] Put the Welcome slide on the screen as people arrive.
- [ ] Put a seat card on every seat, with a few pens at the door.
- [ ] Check your phone's signal in the room. If it's weak, put the Wi-Fi name and password on a sign by the door.
- [ ] Tape down cables, keep the exits clear, save the front seats for anyone who needs them.
- [ ] Water for whoever speaks, and a box of tissues within reach. The film moves people.

THE NIGHT

RUN IT

- [ ] Welcome everyone (the 60-second script is in "The night, in order"), then start the film.

- [ ] Play the film as sent, start to finish, and leave the end credits running: they carry a QR code to the GEM app for over two minutes.
- [ ] As the credits roll, lights halfway up, the app-moment script, and two minutes for people to try it. When the credits end, the GEM app slide. Then the “Two things to scan” slide, left up through the Q&A.
- [ ] The Q&A with Harry, or your conversation. Finish on time.
- [ ] Count the room, and jot down the questions people asked.

AFTERWARDS

CLOSE THE LOOP

- [ ] Within two days, tell us how it went: how many came, what they asked, what you’d change.
- [ ] The next morning, send everyone who came the morning-after email.
- [ ] Seat cards: send Trent a photo of only the cards with the box ticked, then shred them all.
- [ ] Settle up with your venue. If we sold the tickets for you, Trent will be in touch about your 70% of the ticket money, after the ad costs.