

Event Guide

GETTING STARTED

Set Goals

What do you want people to get out of the screening? Will there be any fundraising associated with the event? If so, what is your target? Planning your event will be much easier if you have a goal to work toward and to guide your activities.

Send Invitations

How many people do you want to attend? You should invite at least four times that amount, expecting that only a fourth will come.

Once you have your list, invite people to attend your screening using the sample invitation provided. Tap into your network of friends, neighbors, and colleagues to find attendees. You may also want to create your own flyers promoting the event and post them at your local coffee shop, grocery store, or library.

Prepare all of your Materials

Remember to order the DVD at least 3 weeks before your screening date.

You may also want to have the following items available for your guests:

- Sign-in sheets
- Information about the film
- Copy of discussion questions
- Food/beverages

Make sure to test your TV and DVD player or projector, or if you are using an outside host, confirm your reservation.

Finally, don't forget to prepare a short explanation of why you became involved and what inspired you to host the screening.

Make Reminder Calls

A few days before the event, make reminder calls to everyone who has RSVP'd. Turn out will increase dramatically if you follow-up with everyone.

SCREENING

Sample Agenda for Your Screening

This agenda is meant as a suggestion to guide you through your event. Feel free to adjust it to best suit your goals.

0:00 Welcome & Thanks

0:05 Personal Story

Why did you decide to host the screening? What are the personal experiences that led you to take responsibility and action?

0:10 Group Introductions

Depending on the size of your event – encourage everyone to introduce themselves, and if time allows, ask them why they got involved or what inspired them to come to the screening.

0:25 Film**1:25 Group Discussion: Moving Forward & Taking Action**

Feel free to use the Discussion questions to guide this session.

2:00 Close

Thank your guests for coming and encourage them to host a screening of their own!

AFTER THE SCREENING**Thank your guests**

Send a personal email or card thanking everyone who participated in the screening. Be sure to stay connected with your fellow supporters and get ready for the next action!

Share your experience

Tell NTI about your event by sending an e-mail to Claire Lehman at lehman@nti.org or join us on [Facebook](#) and share your experience there. Letting others know about your screening could encourage them to host one of their own!

Congratulations

Congratulations! You've successfully held a screening of *Nuclear Tipping Point* and proven that private citizens can make a difference in matters that affect our security.