

PROJECT LAUNDRY LIST

Tips for Event Organizers

Before

- ◆ Distribute posters, flyers, emails. Make sure you have a camera or video camera
- ◆ Make arrangements for food and/or beverages
- ◆ Send a Press Release to radio, TV, and print media, including church and charity newsletters (check for early deadlines). A sample is included in this packet.
- ◆ Think about accessible parking options and list them on the invitation.
- ◆ Look for a location with comfortable seating
- ◆ Make sure your event is accessible to all people with disabilities, including your site, the promotion materials, presentations and handouts. Invite people to request accommodations. Remember many films can be shown with subtitles. Be sure to inquire about wheelchair accessibility and make that also available on the invitation.
- ◆ Identify a facilitator for the audience discussion or a small panel of “experts”



We shrink the margins to save paper!

During

- ◆ Be sure that you have tested the technology equipment twice before the event begins
- ◆ Provide space for refreshments (and include this in your event ad!)
- ◆ Provide Sign-in Sheet for audiences and registration
- ◆ Distribute copies of the Fact Sheet(s), Myth and Realities, Take Action (choose one or more), Take Pledge and Resources to all participants
- ◆ At the end of the event, you may choose to distribute the Evaluation Form or ask for donations. Checks to us should be made out to “Project Laundry List.”
- ◆ Take photographs of your event and record the stories of those in attendance

After

- ◆ Tell us what press attended and send us any stories that run
- ◆ Send us Sign-In Sheets or enter data at www.laundrylist.org/dataentry

Source: We recommend the Working Films’ Community Screening Guide (http://www.workingfilms.org/downloads/Working_Films_Community_Screening_Guide.pdf) if you want additional tips and ideas for planning.