

---

# 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.