

- Event Task List -

**Name of film premier hosting organization(s):**

**Premier city, state:**

|  |  |
| --- | --- |
| Point person |  |
| Phone |  |
| Cell |  |
| Email |  |
| Street address |  |
| Mailing address |  |

**Event Details: Deadline:**

Be sure key panelists/participants/dignitaries are available prior to firming up event date.

|  |  |
| --- | --- |
| Event Date |  |
| Venue Name |  |
| Address & Phone |  |
| Capacity |  |
| Must have DVD projection &  sound capability |  |
| Panel/moderator microphones |  |
| Costs for Venue |  |
| Entrance Cost |  |
| Special features of venue |  |

**Panel for post-screening Q&A:** The panel should be appropriate to your event and to what the timeline is for ocean stewardship discussions/processes in your area. We suggest no more than four panel members. You may want to limit it to three—where each member can briefly state what the local, regional and national opportunities are to engage in ocean stewardship; then take questions from the audience.

**Staff member**(s) responsible for securing panel: **Deadline: Contact info:**

|  |  |  |
| --- | --- | --- |
| **Expertise/capacity** | **Name, Affiliation** | **Phone/Email** |
| Moderator |  |  |
| Conservation/Science |  |  |
| Unlikely Ally |  |  |
| CMSP Leader |  |  |
| Agency rep/manager |  |  |
| Tribal |  |  |

**Promotion:** Which items listed below make sense in your location?

Download files here: [http://ocean-frontiers.org/download.](http://ocean-frontiers.org/download) Customize and print locally.

|  |  |  |  |
| --- | --- | --- | --- |
| **What** |  | **#** | **Placement: Who, Where & When** |
| Invitations: Members/public – letter  or card and/or email |  |  |  |
| Invitations: Decision/policy makers, press, others |  |  |  |
| Posters: 11x17 or 8.5x14 (Color) |  |  |  |
| Fliers: 8.5x11 (B/W - print on color  paper) |  |  |  |
| Handouts: print 4 per page (B/W) |  |  |  |

**Media:** Green Fire will provide templates.

|  |  |  |
| --- | --- | --- |
| **What** | **When** | **Who** |
| Secure op-ed |  |  |
| Calendar announcement |  |  |
| Press advisory |  |  |
| Press release & follow-up |  |  |
| Invite reporters |  |  |
| Post on web calendars,  websites, social media, online forums & blogs |  |  |
| Radio announcements |  |  |
| Cable TV announcements |  |  |
| Postings with co-hosts and  allied organizations |  |  |
| Letters to the Editor following event |  |  |

**Members & allies to contact via:**

|  |  |  |
| --- | --- | --- |
| **What** | **When** | **Who** |
| Newsletter articles/announcement |  |  |
| E-mail invitations |  |  |
| Website postings | Lots of lead time |  |

**Event hand-outs:**

|  |  |  |
| --- | --- | --- |
| **What** | **#** | **Who’s supplying** |
| Ocean Frontiers Questionnaires |  |  |
| FAQs |  |  |
| Action items (write your rep, sign post card, become a member, etc) |  |  |

**Staff & volunteers to help with promotion, pre event & during event logistics:**

|  |  |
| --- | --- |
| How many? Names? |  |
| Who’s securing? |  |

**Post-Screening Follow-Up:**

|  |  |  |
| --- | --- | --- |
| **What** | **Who** | **When** |
| Thank you cards to co-hosts, important  invitees, volunteers, venue, etc |  |  |
| Press follow-up |  |  |
| Letters to the Editor |  |  |
| Post-Screening Report Form & mailing of  questionnaires to Green Fire Productions |  |  |