



Community Screening Guide



Contents

Host a Screening Event Timeline Book a Screening Contact Info

Host a Screening

Build Your Screening Team

Contact local groups to help sponsor and promote the event such as:

- Local LGBTQ2S+ and BIPOC organizations
- Local High Schools and Post-Secondary institutions

Find a Venue

Consider venues such as:

- High Schools and Post-Secondary institutions
- Theatre, Community Centre or Library

Select a Date & Time

The film is 75 - 80 minutes long. With set-up and post-screening discussion, you'll need the venue for 2 - 2.5 hours

Promote Your Event

- Download the official Emergence posters, social media images, and other marketing materials from emergencefilm.net
- Send out email invites or set up an EventBrite page
- Promote your event on social media
- Call the local radio with news of your screening
- Contact the local and community newspapers
- Contact local organizations and ask them to promote the screening through their networks

Event Jimeline

8 - 12 weeks in advance

- Create a list of your preferred venues and contact them for rates and availability
- Contact local organizations to partner with you to promote or sponsor the screening
- Compile a contact list of people and organizations to invite

6 - 8 weeks in advance

- Book your venue and order the movie license
- Create an event via Facebook or Eventbrite

5 weeks in advance

- Promote your event via social media
- Promote your event to community and post-secondary groups
- Email friends, family, and any email lists you may have
- Test the DVD, Blu-ray or digital file to make sure it works

2 weeks in advance

• Make sure you have enough people to help set up, to staff the door and to run the concession, if necessary

1 week in advance

• Send a reminder to your email lists and people who signed up for your event



License Size Pricing

Small (0 - 25 people) \$200

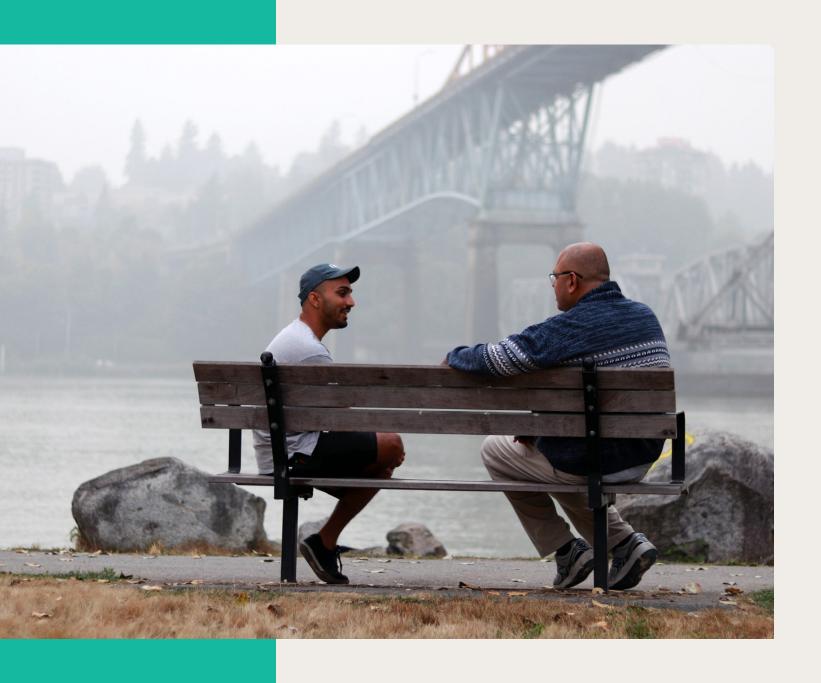
Medium (25 - 50 people) \$250

Large (50 - 100 people) \$300

Extra Large (100+ people) \$500

When you're ready for your screening, email the following information to info@shervancouver.com

- Name
- Email
- Organization Name
- Mailing Address
- License Size
- Screening Venue
- Screening Date & Time
- Format preference (DVD, Blu-ray, DCP or digital file (.mp4 or .mov via Dropbox download)



Contact

Website emergencefilm.net

Facebook facebook.com/emergencefilm

Twitter@emergence_film

Instagram @emergencefilm

Sponsorship Enquiries info@shervancouver.com

