

## **GUIDE TO THE “3rd SUNDAY SOCIAL JUSTICE FILM SERIES”**

Martha Foster, Nan McKinley, Martha Oakley and Deborah Meader currently coordinate this film series. This is an overall guide to the series, based on experience so far. It is subject to change as it evolves.

Our aim is to help your group(s) put on your own successful event, with a minimum of trouble. We are available to help with any questions. Martha Foster will serve as the resource contact person as you plan and host your first film event. Contact info is below.

The film series is a project of the Social Justice Task Forces of the UU Church of Bloomington. It is co-sponsored by the Adult Religious Education program at the church.

Ideally, each event will be a collaboration between two or more Task Forces and relevant community organizations. Collaborations serve to strengthen the program (attendees, level of discussion, etc.) and offer important outreach opportunities within the community.

Each film is followed by a discussion led by an individual or panel with subject matter knowledge/experience.

### **2018-2019 SERIES SCHEDULE AND ARRANGEMENTS**

- Fellowship Hall has been reserved for the 3<sup>rd</sup> Sunday of the month from September through May 2018-2019.
- The event begins at 5:00 PM, with film starting about 5:10 PM.
- Your group(s) set up begins at 4:30 PM.
- Reservation includes:
  - Fellowship Hall availability for the event from 4:30 PM to 8:30 PM
  - Scheduling of technician to do setup for projection of the film on the day of the event. Carol Marks will schedule the technician for the evening of the screening, if that is requested by the first of the month. Ask Carol for the phone number for one of the techs to reach during the event if needed.
  - Equipment setup on the day of the event, including:
    - Projection Screen
    - Video Projector
    - Sound System, including microphone if needed for speaker/panel

### **LOGISTICS FOR SPONSORING TASK FORCE**

### **Sponsoring Task Force:**

- Each screening event is planned and staffed by members of the Task Force(s) that the selects the film for the date.
- In cases where multiple Task Forces could be involved, two or more can sponsor a specific screening together.
- Form a team to that will involve your membership(s).

### **Programming:**

- Task Force(s) will choose their film at least 6 weeks prior to the screening date. Please contact Martha Foster ([MarthaLETV@gmail.com](mailto:MarthaLETV@gmail.com)) to reserve a date.
- Prior to scheduling a date, sponsoring Task Force must confirm that rights are available and that the available format is compatible with facility equipment; allow media specialist to do a trial run if needed;
- Once a date is set for the selected film, engage outside groups as co-sponsors for the event and schedule a speaker or panel for a discussion following the screening.

### **Film Rights:**

- *Before your event date is reserved:* Check with Carol Marks to determine availability of the rights for your selected film for a free screening before a public audience.
  - Note: The church has a blanket license that includes a vast number of films, but there may be exceptions, such as films from Netflix and other producers/distributors not currently included in the license. Those must be researched individually.

### **Format and Projection:**

- Format must be approved and reported to Carol Marks before scheduling and promotion of the film begins. Carol will schedule the Media Specialist for each screening **if requested by the first of the month of the event..** They will come and make sure the film gets started and equipment is working okay. If a technician isn't requested to be present at the event, Carol can provide a phone number in case of problems during the event.
- Format: Most films will be projected either by streaming or playing a DVD.
- Non-comforming Format: If your film is not available for streaming or as a DVD, the media specialist will have to determine if film can be projected. Schedule a meeting with media specialist for a trial run if they are *any* questions about the format and ability to screen.

### **Speaker/Discussion:**

- Choose a discussion moderator who will introduce the sponsoring Task Force(s), the film and any community groups present.
- In choosing a discussion moderator, the primary sponsoring Task Force should work with any co-sponsoring Task Forces or community groups to identify and invite appropriate moderator(s).

- Some funds are available for paying an honorarium to a special guest. Please consult with the film series coordinators (contact: Martha Foster at [MarthaLETV@gmail.com](mailto:MarthaLETV@gmail.com)) before offering an honorarium.
- Provide a study guide for the film to your discussion moderator, if available.
- If possible, the discussion moderator should preview the film

#### **Internal UU Communications:**

- Scott McNeill, Jackie Hall, Carol Marks and Ann LeDuc must be in the loop on plans for each screening. Your event description should go to Carol and Ann, with cc's to Scott and Jackie, unless there are specific questions for them.
- Carol Marks: [admin@uubloomington.org](mailto:admin@uubloomington.org)
- Ann LeDuc: [connect@uubloomington.org](mailto:connect@uubloomington.org)
- Scott McNeill: [mcneill@uubloomington.org](mailto:mcneill@uubloomington.org)
- Jackie Hall: [jmhall@indiana.edu](mailto:jmhall@indiana.edu)

#### **Childcare Arrangements**

- For childcare to be offered, your event announcement must be published at least 2 weeks in advance of event. Include the dates you want the announcement in the Prologue and Friday Updates when you send the information to Carol Marks and others.
- Your announcement for the event should include a mention that childcare will be available free, if scheduled at least two weeks in advance, and if at least two families request it.

#### **Collaborations – Working with Task Force and Community Partners**

- Form a sub-committee of your Task Forces' membership for the film screening.
- Partnering Task Forces and community group(s) will have table(s) available to display brochures, posters, etc.

### **PUBLICITY/PROMOTION**

Carol Marks and Ann LeDuc will promote the event to the congregation after your announcement (see next paragraph) is received, and to other groups as requested. You might want to talk with Ann about specific community groups you would like to have notified of the event.

You should submit an announcements of film, including a description of the film, a digital file of the film's promotional poster if available (often found on Facebook or film's website) and/or a graphic, to Carol Marks AND Ann LeDuc by the 1st of the month of the screening, for publication in:

- Prologue, published the 1st and 3rd Tuesday of the month
- Friday Updates - shorter version of Prologue announcement published each week
- A Facebook event, created by Ann LeDuc
- Other outreach, as arranged with Ann LeDuc

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**2018-19 Season dates for submitting announcements:**

- Nov 26 for December 16 film (childcare reserve by Dec 2)
- Dec 17 for January 20 film (childcare reserve by Jan 6)
- Jan 28 for February 17 film (childcare reserve by Feb 3)
- Feb 25 for March 17 film (childcare reserve by Mar 3)
- Mar 25 for April 21 film (childcare reserve by Apr 7)
- Apr 25 for May 19 film (childcare reserve by May 5)

**Suggested Community Outreach, working with Ann LeDuc:**

- Contact other congregations and organizations that might be willing to announce/promote the event. Some you may want to include are:
  - Beth Shalom
  - Second Baptist
  - City Church
  - First United Church
  - Bahai
  - Sherwood Oaks Church, etc.
- Other community social justice organizations for which the film is relevant, especially those co-sponsoring the event, for their own newsletters, social media, etc.
- WFHB Community Calendar <http://wfhb.org/calendar/>
- BEAD Event Calendar <https://www.visitbloomington.com/#.VgmokctVhBc>

**Facebook:**

- Ann LeDuc will create a Facebook event page. If your task force(s) has a Facebook page, you may want to create an additional event announcement.
- Notify your task force membership of the screening and the FB event posting. Ask them to “like” it, invite friends and “share” event on social media
- Ask your partnering community group(s) to “like”, “invite” and “share” the event on social media.

**FOOD AND SERVICE**

- Pizza will be offered free, for a free-will offering, at each month’s screening.
- When serving the pizza, you can pause the film or do it between the film and the discussion.
- Timing of the delivery will depend on that and the length of the film. Figure this out before you set up the pizza order.

**Ordering Pizza:**

- Avers – Church has account to charge pizzas and ordinarily uses them.
  - Order may be place day of the event, after a head count, if preferred.
- Pizza X - Carol Marks is exploring setting up an account with Pizza X
  - Offers 40% discount and delivers on time.

- Several days prior to the event, call One World corporate office - 812-339-2256, ext. 15 and speak with Sydney in Marketing to arrange the order..
- On Friday before film, call Campus location 812-339-7737 to confirm order (early enough in the day to clear up any problems with corporate order). Have Campus location read it back to you (there have been mix-ups in the past). The order can be modified the day of the event if more or fewer pizzas are needed.
- Generally we have been ordering for 30-35 people
  - Take a head count before film starts and call to adjust order up or down
  - Each XL size Pizzas serves 6 people with 2 pieces each
  - Suggestion for kinds to order (and/or ask for preferences of audience):
    - 1 vegan
    - 4 veggies including cheese
    - 1 meat
- Paying and tipping
  - Someone in your group has to pay at time of delivery (see “Reimbursements” below)
  - A tip amount is suggested on the receipt

## **DAY OF EVENT**

### **Volunteers:**

- 1 person to unlock courtyard door by 4:30 PM
- 2 people to close down the building. If you aren't familiar with that procedure, talk to Carol Marks
- 2 greeters in the courtyard to welcome and direct people, including directing parents to childcare room if provided
- 2-3 people to set up chairs if needed and prepare the food/drink tables
- 1-2 people to staff Task Force(s) table

### **Room Setup:**

- If not already set up, arrange the room with:
  - 20-30 chairs in front of screen.
  - 3 tables in back for pizza/drinks.
  - 2 tables by the courtyard for community outreach tabling.
- Tables and chairs should be left in place after the event. No need to put tables away.
- Media specialist will
  - Set projection screen high enough to allow back rows to view entire screen so subtitles can be read, if available.

- Set projector to show subtitles, if available
- Provide microphones if needed for speaker/panel

**Providing Appetizers:**

- If film is longer than 1- ½ hours, consider providing appetizers
- Your membership can either donate food (to keep down event costs) or be reimbursed if receipts are kept.
- Appetizers like veggie plates are a nice complement to the pizza

**Table service and water:**

- You can provide paper plates, napkins, and plastic forks for pizza, and/or encourage people to bring their own, along with their drinks.
- Water and cups are available in the kitchen if needed. Any cups, plates, etc. used need to be washed in the dishwasher.
- If compostable paper plates and napkins are used, they can be put in the composting bucket in the kitchen, or someone can take them home to compost.

**FREE-WILL OFFERING AND REIMBURSEMENTS**

**Free-will offering:**

- Free-will offers can be taken to help defray staff and pizza costs. No application for fundraising is required. No other fundraising can be done at these events.
- Get a deposit slip and envelope from the office from the office before the event. *The office will not be open during the event.*
- Money should be counted by two people, whose names go on the deposit slip. The slip should indicate that the money is from the free-will offering for pizza at the Social Justice film screening.
- The sealed envelope with the donations and deposit slip should be put in the mail slot in the door across from Fellowship Hall in hallway to the courtyard doors after the event..

**Reimbursement for expenses:**

- Turn receipts for pizza, appetizers, etc., in to Carol Marks with a note that it was for the SJ Film Series for reimbursement
- *Do not take any money out of “Free-will” offering to reimburse yourself.*

**POST-EVENT FEEDBACK**

- Designate someone to provide an informal report to Martha Foster ([marthaletv@gmail.com](mailto:marthaletv@gmail.com)) including
  - Name of film, date, and hosting Task Force(s)
  - Number of attendees
  - Outside community groups

- Speakers and/or panelists for discussion
- Comments about anything related to the event.

**CONTACT INFORMATION**

Martha Foster <a href="mailto:marthaletv@gmail.com">marthaletv@gmail.com</a>	Scott McNeil <a href="mailto:mcneill@uubloomington.org">mcneill@uubloomington.org</a>
Nan McKinley <a href="mailto:fiddlernan@gmail.com">fiddlernan@gmail.com</a>	Jackie Hall <a href="mailto:jmhall@indiana.edu">jmhall@indiana.edu</a>
Deborah Meader <a href="mailto:deborahmmeader@gmail.com">deborahmmeader@gmail.com</a>	Carol Marks <a href="mailto:admin@uubloomington.org">admin@uubloomington.org</a>

**SPONSORSHIP:**

The Third Sunday Social Justice Film Series has received funding for the 2018-19 year from Social Justice and Adult Religious Education at UU Church of Bloomington. There is an account on the UU books for the film series, and funds collected are deposited there and reimbursements come from this account.