



Checklist for holding a Being in Heaven Screening

At least one month before the event:

- Book your venue. Decide on a time, date, location for your screening. Ensure that the venue is available when you need it.
- Start your advertising campaign. Print out posters and put them in appropriate places. Send out emails. Place advertisements in newsletters (school, community groups, church etc.)
- If you plan on hiring any AV (television, projector, sound system) equipment you should look into booking that now.
- Speak to people in your area that may be able to support your screening – Health food stores, natural health clinics, organic food markets, spiritual groups, yoga centres, bookshops, social networking sites such as Facebook, Meetup etc.
- Make sure that your copy of Being in Heaven plays all the way through (i.e. There are no scratches on the disc.) If not, please contact us.

At least one week before the event:

- Check the booking with your venue and details such as: keys/ alarms, access to power and location of the toilets.
- Organise any refreshments/ food that you may plan to supply.
- Gather any material you want to make available to guests to take with them after the screening – Local health newsletters, local business cards/ flyers for local health practitioners, perhaps a flyer with your contact details and the Being in Heaven website.
- Do some last minute marketing – send out another round of emails, perhaps call a few key people.
- Check that all your equipment works and that you know how to work it, especially if you are using equipment that is not yours.

The day of your screening:

- Arrive at the venue early enough so that you are finished setting up before you anticipate the first guest arriving
- Perhaps take a minute to introduce yourself and the film and inform the guests of what will happen after the screening (if anything).
- Enjoy the screening, and be satisfied that you are contributing to raising of consciousness within our society by sharing this film.