

CRUDE
THE REAL PRICE OF OIL

**HOST A
SCREENING**



Tips for Hosting a Great Crude Screening

- Choose a date and time the week of March 21st. Make sure there are no conflicts on the date like demonstrations or parties. Give your guests two-to-three weeks' notice.
- Your Crude screening can be a small gathering of close friends and family, or a public event for neighbors, co-workers, students, and colleagues. The party is a great way to get more people in your life involved in the movement to change Chevron.

2 weeks before your *Crude* event

- Email attendees to update them about your event; ask for help if you need it, suggest a potluck, or just let them know it is still on.
- If you need to reserve any space or equipment now is the time to do it. A living room with a DVD player and V works perfect.
- Request any additional petitions, fact sheets, fundraising materials you will need at the screening. These will also be in the screening packet sent to you, and available online)

1 week before your *Crude* event

- Plan out any snacks, drinks and supplies. Local businesses often will make donations of food or supplies to non-profit events.
- Double check you have the materials you'll need for the screening. If you don't, make sure to contact us or download them off the event website.
- Send another follow up email to the attendees listed for your event to remind them of the date and time.
- Invite anyone else you would like to have at your film screening.
- Do a trial run of the DVD or downloaded movie to make sure it works. This will give you time to borrow a DVD player and TV if needed.

Day of *Crude* event checklist

- Pens and petition sheets so your guests can add their names to the 100,000's signed on to the Chevron petition, and collect their information so we can keep them up to date on the campaign

- *Crude* materials (the DVD, Q&A sheets, discussion questions)
- Envelopes for donations
- Name-tags and markers if your guests don't know each other
- A basket or jar to collect donations.
- Enough seats for everyone to comfortably watch the film.

***Crude* Screening Party Night!**

- As guests arrive, welcome them. If the group is new to each other name-tags may be a good idea
- Allow a good 15 to 20 minutes for mingling, introductions, and snacking.
- When fundraising to bring Ecuadorian community members to Chevron's annual meeting, you can decide to collect donations at the door or make an announcement at some point during the party. If you decide to take donations at the door, put out a jar with pens and envelopes and remind people about the donations as they arrive.
- As the host you will want to welcome everyone to the party, thank them for coming. Then it is a good idea to describe the film with a brief intro, why you decided to host the film, and any things you want them to keep in mind while watching the film.
- An after movie discussion may just happen organically or you may want to draw from the list of questions we've provided. It is also ok to not have a after movie discussion but instead a run down of upcoming dates involving Chevron and a fundraising pitch to raise funds for Ecuadorians to travel up to Chevron headquarters.
- Thank everyone for coming and encourage them get involved in the Chevron campaign, spread the movie, and keep up the pressure on Chevron to clean up Ecuador.