

Planning a film screening event



Physical layout

- Is the venue outdoors or indoors? Do you need to protect people from the weather?
- How will you make sure people know where to go and what's happening where?
- Are there toilets? Is there an accessible toilet? What about somewhere to change a baby's nappy?
- How will you make sure people (including people who can't read English words) know where toilet facilities are?
- Will there be any food or water?
- How will you decorate the space to be child-friendly?
- Where will each activity take place? What will they need – tables and chairs, perhaps?
- Risk Assessment – how will you keep the event safe? See the [Risk Assessment guidance](#).

Inviting guests

- Who will you encourage to come?
- Will the event be open to everyone in the community?
- How will you let people know about it in advance?
- How will you make it clear what's happening on the day?
- Is there anyone in your community you're especially keen to reach?
- Does your target audience have any special requirements? Is there anything you should tell other teams, for example, that Saturday isn't a good day for them to come to an event, or that they don't want any activities to do with food?
- How can you make sure the event's welcoming for everyone? What about different age groups, or parents and children?
- How will you promote the event so people know it's happening?

Logistics

- Where could you host the event?
- When are you planning to run the event? What works best for the guests?
- What sort of time would be best? What day of the week? What time of year?
- What tech do you need to make sure you can show the film?
- Who will provide the food?
- How much budget do you need and for what?
- Where will you hold the event? Do you need to book it in advance? Is there a cost? You could ask a local Save the Children shop, for example.
- Is it OK to run an event there and invite people? Are there any rules or regulations you need to keep to?
- Is the building accessible?
- Is there somewhere you could set up a 'quiet space' for people to use if they need a break from the busy activities?
- Is it easy for the guests to get there?
- Will anyone else be using the venue at the same time as you? What will they be doing?
- Risk Assessment – how will you keep the event safe? See the [Risk Assessment guidance](#).

Activities

- What will people do at the event?
- Who will lead your activities? What sort of ratio of activity leaders to participants do you want to aim for? How can they prepare?
- How will you make sure activities are accessible – for example, for people who use wheelchairs, people with [sensory differences](#), or people who find reading and writing tricky? This isn't a complete list – there are loads of other adaptations you could consider.
- Do you have a budget? If not, how will you make sure the activities don't cost you too much money?
- What will you do if lots and lots of people turn up? How can they all join in?

Partners

- Who could help to deliver the event? Are there any things people can't do themselves? Who are your partners in the activity? For example, could you ask for support from Save the Children shops, local groups, or other volunteers?
- Who do you need to talk to about using the venue for your event?
- Can you think of anyone who might help you out financially, for example funding an activity? Could people help in other ways – for example, could a local shop donate some food or drinks? Do you need volunteers to help set up?
- Who could you ask to help spread the word about your event before it happens?
- On the day, will you take photographs? Who'll be responsible for making sure you stick to the [guidance on consent](#)? Who'll be behind the camera?
- Who may help spread the news of your success afterwards?

Presentation

- What questions might you ask people after watching the film?
- What are the most important things people need to know about the topic of refugees and displaced children?



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