



# Interested in putting on a screening?

Screenings can be done in a few ways. Most organizations use Zoom but other common platforms are also possible. We'd suggest the following breakdown for a virtual screening and panel:

## Pre-event and promotion:

- Creating a promotional and marketing strategy once the date and time has been set. We're happy to help as well.
- Use Eventbrite to invite audiences or any e-mail based invitation platform that you're familiar with.
- Create an invite link, for the virtual event, and share it via e-mail to all registered audiences a day before and 2 hours before the time of the event.

## Technicalities - assigning roles:

- Firstly, have a designated host/moderator to introduce the purpose of the event, your organizations purpose, the reason for screening the film, intro to the panelists and Q&A portion etc. Who's a great MC in your organization or network that would be delighted to take on the role?
- Secondly, assign someone in background dealing with any technical issues with the platform you're using to host the screening. Such as: people login on, e-mails coming through, muting and unmuting audiences and panelists, etc.
- Lastly, having another person from your organization or volunteer fielding questions and comments coming through the chat or Q&A feature.

## Introductions live on the day:

- Begin your introduction with a few words about your initiative and why you're playing *The Great Disconnect*. I'd also suggest having a branded slide up with some info about the initiative.
- A brief bio about the filmmakers and attending panelists.
- A few words by the filmmakers to present the film (1- 2 minute max) prior to playing the film. *I'd then remind people to stick around after the film for the Q&A!*

## Playing the film:

- You can either play the film through screen sharing or have a private link copied in the chat so audiences can simply click and play. I'd announce to everyone to head to the chat box to click on the private link to begin watching the film.
- Letting everyone know that they should now turn off their camera and mute their audio while they watch the film.
- The film is 60 minutes long, remind people to come back at a specific time for the Q&A. For example if the film is scheduled to play between 7:15 - 8:15 (following 15 minutes for introductions) announce that the Q&A will begin at 8:25. Giving people 10 minutes at the conclusion of the 60 minutes to stretch and grab a drink or tea before the Q&A is always a nice touch!

## Q&A portion:

- At the conclusion of the film the moderator/MC lets everyone know that they can turn their cameras back on and write their questions in the chat box.
- As a moderator, have some prepared questions for filmmakers and expert panelists.
- 30-45 minutes of Q&A and discussion after the film is recommended. The film sparks a lot of things people want to ask questions and talk about.
- Ask each speaker for final thoughts and follow it up with last words by you as organizers.

Please note that the above is suggestive and other ideas are up to you to implement.

For a breakdown of the licensing costs click [here](#).

**Website: [www.TheGreatDisconnectFilm](http://www.TheGreatDisconnectFilm)**

**Contact us anytime @ [info@disconnecteddoc.com](mailto:info@disconnecteddoc.com)**

# THE GREAT DISCONNECT

