

## A Step-by-Step Guide for Your Movie Night

### • 1. Select a Film

**Purpose and Audience:** Choose a film that aligns with the church's values and mission. Consider religious, inspirational, or family-friendly films.

**Licensing:** Ensure the film is licensed for public screening. You will need to obtain a screening license by visiting our store here. We do offer donation licensing for churches and organizations that would prefer that option here. We want everyone to be able to show our films.

### • 2. Get Approval

**Church Leadership:** Present the idea to the church leadership, outlining the purpose, benefits, and logistics. Obtain their approval and support.

**Legal and Insurance Considerations:** Check with your church's legal advisor or insurance provider to ensure you comply with any necessary regulations and have adequate coverage. Our digital media kits & licenses grant the appropriate permissions.

### • 3. Set a Date and Time

**Availability:** Choose a date and time when the church facilities are available and when most of your target audience can attend.

**Seasonal Considerations:** Consider the time of year and any potential conflicts with other church or community events.

### • 4. Plan the Venue Setup

**Location:** Decide whether the screening will be held in the sanctuary, fellowship hall, or another suitable space on your property.

**Seating:** Arrange seating to ensure everyone has a good view. Consider using chairs, pews, or even blankets for a more casual setting.

**Screen and Sound:** Set up a screen and projector or use a large TV. Ensure the sound system is adequate for the space.

### • 5. Promote the Event

**Church Announcements:** Include the event in church bulletins, newsletters, and during service announcements.

**Social Media and Website:** Create a Facebook event, post on the church's website, and share via social media channels.

**Flyers and Posters:** Distribute flyers around the church, in local businesses, and within the community.

### • 6. Prepare for the Event

**Technical Setup:** Test all equipment beforehand to ensure everything runs smoothly during the screening.

**Refreshments:** Consider providing snacks and drinks, or organize a potluck where attendees bring treats.

**Volunteers:** Recruit volunteers to help with setup, welcoming guests, managing refreshments, and handling technical aspects.

### • 7. Day of the Screening

**Final Setup:** Arrive early to set up the venue, test equipment, and arrange refreshments.

**Welcome Guests:** Have volunteers greet attendees, hand out any materials, and show them to their seats.

**Introduction:** Before the film begins, introduce the event, share any relevant information about the film and the events emphasis.

### • 8. Post-Screening Discussion (Optional)

**Facilitate Discussion:** After the film, host a discussion or Q&A session to allow attendees to share their thoughts and reflections. This can deepen the impact of the film.

**Provide Materials:** If applicable, offer discussion guides or handouts related to the film's themes. Our media kit includes the appropriate study guide PDF.

- **9. Clean Up**

**Tidy Up:** Ensure the venue is cleaned up, and all equipment is packed away.

**Thank Volunteers:** Acknowledge and thank the volunteers who helped make the event possible.

- **10. Follow-Up**

**Feedback:** Gather feedback from attendees to improve future events.

**Future Events:** If the screening was successful, consider making it a regular occurrence, such as a monthly or quarterly film night.

**Let Us Know:** We would like to hear from you about how our films impacted and helped your church. Click and drop us an email!

**By following these steps, you can host a film screening that not only entertains but also fosters community and spiritual growth within your church.**