



## Host a Screening

### Step 1: Select a location

- Such as: meeting room at your organization's location, Community Center, Library
- Room set-up:
  - Large enough to hold all of your attendees, but small enough so that everyone can easily see and hear the TV show
  - Have space for a sign-in table, handouts, and optional healthier foods/beverages
  - Windows should have shades so that the room can be darkened for better viewing
  - Have a blank wall or projection screen for viewing
  - Small tables for group discussion

### Step 2: Invite people

- Who to invite:

|                                |   |
|--------------------------------|---|
| Employees of your organization | Board of Directors                      |
| Volunteers                     | Community members                       |
| Donors                         | Schools and college/university students |
| Partner agencies               |   |

### Step 3: Gather equipment and supplies

- LCD projector and laptop—make sure to test before the screening
- Screen/blank white wall
- Extension cords if necessary
- Copies of fact sheets and discussion questions:
  - Nutrition and Food Insecurity
  - What you eat impacts your body- chronic diseases and nutrition diagram
  - Take Action!
  - Discussion questions (donors, staff, community members, or volunteers, depending on your audience)
  - Resources page
  - Pre-and post-survey questions (2 for each person)
  - Information on how to order a DVD
- Participant sign-in sheet and pens/pencils
- Optional refreshments- healthier foods/beverages

### Step 4: Host your event

- Suggested schedule of events
  1. Monitor attendee sign-in table, optional refreshments available
  2. Welcome
  3. Ask participants to fill out pre-surveys and collect
  4. View the 30 minute show
  5. Allow time for thinking through discussion questions
  6. Conduct group discussion (either as large group or small table discussion) allowing attendees to debrief and identify solutions/changes they can make
  7. Ask participants to fill out post-surveys and leave at their table
  8. Thank them for attending and leave them with a call to action