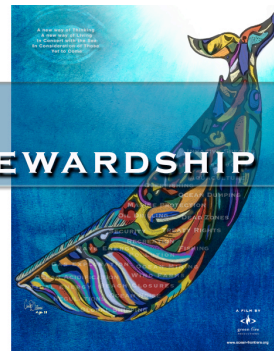


OCEAN FRONTIERS

THE DAWN OF A NEW ERA IN OCEAN STEWARDSHIP

WWW.OCEAN-FRONTIERS.ORG



- Event Task List -

Name of film premier hosting organization(s):

Premier city, state:

Point person	
Phone	
Cell	
Email	
Street address	
Mailing address	

Event Details:

Deadline: _____

Be sure key panelists/participants/dignitaries are available prior to firming up event date.

Event Date	
Venue Name	
Address & Phone	
Capacity	
Must have DVD projection & sound capability	
Panel/moderator microphones	
Costs for Venue	
Entrance Cost	
Special features of venue	

Panel for post-screening Q&A: *The panel should be appropriate to your event and to what the timeline is for ocean stewardship discussions/processes in your area. We suggest no more than four panel members. You may want to limit it to three—where each member can briefly state what the local, regional and national opportunities are to engage in ocean stewardship; then take questions from the audience.*

Staff member(s) responsible for securing panel:

Deadline: _____

Contact info:

Expertise/capacity	Name, Affiliation	Phone/Email
Moderator		
Conservation/Science		
Unlikely Ally		
CMSP Leader		
Agency rep/manager		
Tribal		

Promotion: Which items listed below make sense in your location?

Download files here: <http://ocean-frontiers.org/download>. Customize and print locally.

What	✓	#	Placement: Who, Where & When
Invitations: Members/public – letter or card and/or email			
Invitations: Decision/policy makers, press, others			
Posters: 11x17 or 8.5x14 (Color)			
Fliers: 8.5x11 (B/W - print on color paper)			
Handouts: print 4 per page (B/W)			

Media: Green Fire will provide templates.

What	When	Who
Secure op-ed		
Calendar announcement		
Press advisory		
Press release & follow-up		
Invite reporters		
Post on web calendars, websites, social media, online forums & blogs		
Radio announcements		
Cable TV announcements		
Postings with co-hosts and allied organizations		
Letters to the Editor following event		

Members & allies to contact via:

What	When	Who
Newsletter articles/announcement		
E-mail invitations		
Website postings	Lots of lead time	

Event hand-outs:

What	#	Who's supplying
Ocean Frontiers Questionnaires		
FAQs		
Action items (write your rep, sign post card, become a member, etc)		

Staff & volunteers to help with promotion, pre event & during event logistics:

How many? Names?	
Who's securing?	

Post-Screening Follow-Up:

What	Who	When
Thank you cards to co-hosts, important invitees, volunteers, venue, etc		
Press follow-up		
Letters to the Editor		
Post-Screening Report Form & mailing of questionnaires to Green Fire Productions		