



Out of Order, LLC

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www.outoforderdoc.com

Out of Order Screening Guide

Thank you for screening Out of Order Documentary! Here are some helpful tips for ensuring you have a successful screening. Please let us know at outoforderdoc@gmail.com if you have any questions or need any assistance.

Technology Requirements for Screening the Film

In order to screen the film we recommend screening from a laptop with the film downloaded onto it using the link we will send in a separate email.

You'll need a projector with the ability to connect to a laptop, a screen, and speakers. If you have a room with speakers hardwired in, using that room is a great option. You can also rent or use larger speakers to ensure the best sound quality. We do not recommend small speakers such as you would use with a personal computer or laptop. **Please note if you are screening the film in a sanctuary or room with large windows during the day you'll need to plan to block light from impacting the visibility of the screen.

Publicizing your screening of Out of Order

Screening Out of Order is a great opportunity for community engagement beyond the organization or church hosting the screening. This film is suitable for anyone high school age and above. We'd love to have you make this a community-wide event by partnering with local colleges: either office of spiritual life or LGBT campus group, with other congregations in your community, your Presbytery, and LGBT community groups. We've had great feedback from people of faith, and those who don't identify as Christian that Out of Order is a powerful film!

Check out www.outoforderdoc.com for helpful ways to describe the film's purpose and impact. We also have additional interviews not featured in the film, as well as discussion guides and info for press.

To promote and publicize the film we recommend contacting the leaders or clergy of the groups and churches you want to invite by extending them a personal invitation to ensure they are on board and as excited about the film as you are. From there they can be responsible for helping to promote the film through their networks.

We highly encourage the use of social media to promote the film:

- Facebook: you could create a Facebook event invitation using the movie poster (included in your graphics packet) and encourage your members to invite their friends.
- Blog, Newsletter, or email listserv: Do you have a place you regularly are in touch with your church members, students, or organizational contacts? Write a short reflection and invitation on why you've decided to host Out of Order and what the film is all about. Be sure to post what you've written on your social media accounts too!
- Add the screening to your organization's online event calendar.

You can also promote the film by listing it in your church bulletin, judicatory newsletter, or creating event posters with the graphics kit included.

Consider writing a press release you share with local news contacts, or the local LGBT paper if you have one. We have info specifically for press here: <http://www.outoforderdoc.com/press/>

Please see the attached graphics folder for: the official movie poster, film stills from the documentary that are useful in social media promotion, the Out of Order logo for your use in promotion, and a postcard which you can edit in InDesign that you could edit to include info on the date and time of a film screening.

Tracking RSVPs:

It is your decision if you want to sell tickets or just collect RSVPs to the screening. We recommend using EventBrite if you want to sell tickets, or just collect a list of whose coming so you can have an accurate count. Eventbrite is free to use if you are hosting a free event. It does charge a service fee for tickets but you can fold this cost into the price of the ticket itself. One upside of selling tickets is that attendees have a greater incentive to show up after committing to attend the film.

Creating a fun event!

Lastly, it's helpful to think in advance about how you want the event to go. If the event is in the evening, do you want to have a light reception before or after? Are you scheduling a discussion session following the film? (If so, be sure to check out our discussion guides found here: <http://www.outoforderdoc.com/plan/>. Will anyone be introducing the film before it begins? Be sure to put together a run of show for yourself.

Here's an example of one we've used before:

5:00pm Check-in open

5:30pm Host introduces Out of Order, thanks attendees

5:35pm Screen Out of Order

6:35pm Out of Order ends

6:38pm Host introduces discussion of film using discussion guide questions

7:15pm Discussion adjourns for light refreshments

8:00pm Reception ends and clean up begins

Lastly, be sure to take photos and send them to us at outoforderdoc@gmail.com. We'd love to see your event! If you create a Facebook event, please share it with us and we can share it widely as well.

Thanks again for screening Out of Order. We hope you have a wonderful screening!

Cheers,

The Out of Order team