



Film Screenings: Sample Event Outline

Use this outline as a guide for your screening event or create your own version.

Ensure a good start. Welcome audience members as they arrive. Aim to start on time. Consider giving a 5-minute reminder before the event start time so people can get settled. When you begin the presentation, remember to thank the audience for coming, introduce yourself and any sponsoring organizations or special guests. Although this seems obvious, it can be easy to forget in the moment.

Introduce the film and the producers. Our team can provide relevant text based on the film or animation you will be using, or can review text that you draft. For example, an introduction of *HILLEMAN – A Perilous Quest to Save the World’s Children* would include:

- This documentary tells the inspiring story of Dr. Maurice Hilleman, a man with a singular focus: to eliminate the diseases of children. The film was produced by Medical History Pictures as part of The Vaccine Makers Project, the classroom program of the Vaccine Education Center at Children’s Hospital of Philadelphia, which provides free, web-based curricula about vaccine science and the immune system.

Include housekeeping reminders. Before the screening, provide general reminders as applicable, such as:

- The run time of the film/video you are screening
- Planned format (e.g., Discussion session or panel will follow the film.)
- Photography policy (No recording of film or video, audience must opt out of event photography.)
- Reminders (e.g., Silence your cell phones and enjoy the film.)

Observe the event. During the screening, notice how the audience responds to different moments as well as your own reactions as you may wish to reference specific scenes or topics in the discussion session or pose a related question to the panel. Be mindful of adjusting items during the film as needed, such as room temperature or sound level.

Manage the flow. Use a discussion guide to help focus the conversation on audience impressions. Monitor the pace of the discussion session to finish on time. Use your judgement on when to guide the conversation to a new topic or delve deeper into a subject. If you are hosting a community event and the discussion drifts too far from the intended topic toward general questions about vaccines or their safety, direct people to resources for reliable vaccine information, such as the Vaccine Education Center website (vaccine.chop.edu).

Conclude event conscientiously. Thank attendees and recognize sponsoring organizations or panelists. Include a final reminder about how to access resources. Share pictures or reflections on social media. If you used our film and video resources, please let us know how it went! Contact us at vacinfo@chop.edu.

FIND MORE INFORMATION

Check out our offerings and find screening-related resources: hillemanfilm.com/screening-resources

