

# WAKING DREAM

Young. Undocumented. Future Unknown.

## EVENT PLANNING GUIDE



# WAKING DREAM



Thank you for your interest in hosting a screening of *Waking Dream*. We value your partnership in bringing people together to join a movement to transform how we talk about immigration for the better.

*Waking Dream* screenings can be organized for groups large and small, whether in your home, at a community center, faith-based organization, business, or nonprofit. Screenings may be stand-alone, or may be offered as part of a larger conference or event series. Whichever format you choose, we encourage you to create a welcoming space for community building, where participants feel inspired to share their own stories, engage in informed and compassionate dialogue, and coordinate action.

### Here's a summary of what it takes to host an event:

1. **[Access the \*Waking Dream\* screening toolkit online here.](#)**  
The toolkit is a collection of resources to help you plan your event, including a sample promotional flyer, sample social media graphic, audience feedback survey, and more.
2. Form a team or committee to support you in planning and hosting your event. Think about who you want your audience to be for the event and contact organizations who reach these communities to partner with you in hosting the event.
3. Evaluate the event and share your results with the *Waking Dream* team. (An audience feedback survey is included in the screening toolkit referenced above)

### WATCHING WAKING DREAM

Watch the entire *Waking Dream* series from start to finish in one video on Vimeo  
Password: "dream" for both English and Spanish versions of the video

English Version: <https://vimeo.com/291033099>  
Spanish Version: <https://vimeo.com/315336694>

YouTube playlist for all six episodes of the *Waking Dream* series  
<http://bit.ly/wdreamplay>

Watch *Waking Dream* on Facebook  
<http://bit.ly/waking-dream-FBWatch>

### ESSENTIAL LINKS

***Waking Dream* Series Website**  
<http://inationmedia.com/waking-dream>

**Dialogue Guide**  
<http://inationmedia.com/waking-dream/#guides>

**Lesson Plan Guide**  
<http://inationmedia.com/waking-dream/#guides>

**The online screening toolkit**  
<http://bit.ly/waking-dream-screening-toolkit>

# Event Planning Checklist

## ONE TO TWO MONTHS BEFORE YOUR DESIRED EVENT DATE

- Pick a date, time, and venue.
- Start compiling your invitation list.
- Consider inviting guest speakers from local service and advocacy organizations to provide context and information related to the stories in *Waking Dream* and relevant to your audience's needs and concerns.
- Identify a skilled facilitator who can lead a post-screening dialogue with your audience.
- Utilize the [Waking Dream Dialogue Guide](#) for helpful background information on the series and issues, and for ideas for organizations and groups to collaborate with on planning your event.

## TWO WEEKS BEFORE YOUR EVENT

- Test equipment that you will be using to screen *Waking Dream* (computer, projector, speakers, etc.)
- Develop a "run of show" schedule that will detail the timing and sequence of activities at your event. A sample run of show is included at the end of this guide.
- Host a planning call with your dialogue facilitator and other partners as appropriate to review the run of show and to agree on the main themes and questions to be discussed with speakers and the audience. Utilize the [Waking Dream Dialogue Guide](#) for helpful background information on the series and issues and suggested audience dialogue questions and activities. The [Waking Dream Lesson Plans](#) are also an excellent resource for planning facilitated discussion and activities for adults and students alike.

## ONE WEEK BEFORE YOUR EVENT

- Send out a reminder about the event via email and social media.
- Arrange any refreshments or snacks for your guests.

## TWO DAYS BEFORE YOUR EVENT

- Print and copy materials for your event: welcome/closing scripts, audience surveys, and handouts.
- Distribute a final reminder to everyone you invited with a map, parking information, and your contact information.
- Review the [Waking Dream Dialogue Guide](#) one more time to help you think through steps you can take to create a welcoming environment at your event where participants will feel comfortable interacting with fellow community members and inspired to engage in dialogue.

## DAY OF YOUR EVENT

### Before the screening

- Test your equipment at least two hours prior to doors open to ensure you have enough time to troubleshoot should anything be amiss.
- Set up a literature table with audience surveys, handouts, and resources from partner organizations.

### After the screening

- Distribute [audience feedback survey](#) before participants leave. Be sure to provide pens or pencils and a box near the exit for participants to drop their surveys on the way out.

### Day after your screening

- Send a thank-you note to partner organizations and everyone who attended! Include a reminder of action items or commitments made at the event, or links to resources for further information and services.

### Within one week of your screening

- Submit the information in the audience feedback surveys you collected at your event to the *Waking Dream* team. Survey responses must be entered into [this online form](#).

## Promote Your Event

### CREATE A FLYER


Create a flyer using the customizable template provided to you in the [online screening toolkit](#). Be sure to include the date, time, address of your screening event, and contact information where guests can RSVP. Mail the flyer to your invite list, ask partner organizations to distribute widely, and post them in your community.

### CREATE AN EMAIL INVITATION


Create an email invitation using the shareable image included in the screening toolkit. Consider trying free invitation tools such as Eventbrite ([eventbrite.com](http://eventbrite.com)), Paperless Post ([paperlesspost.com](http://paperlesspost.com)), or Evite ([evite.com](http://evite.com)).

### PROMOTE ON SOCIAL MEDIA AND ONLINE EVENT CALENDARS


Build interest in your event by promoting to targeted audiences on social media and via online event calendars offered by local news and culture publications.

 [inationmedia](#)

 [wakingdreamdoc](#)

 [inationproject](#)

 [inationmedia.com/waking-dream](http://inationmedia.com/waking-dream)

 Text WDREAM to 474747 to get Waking Dream updates

## Frequently Asked Questions

### Is there a way to show all of the series episodes back to back?

Yes! Via the screening toolkit request form, you may request a link to a “linear cut” of the series so that all episodes play from one video file sequentially.

### Is there a Spanish language version of the series I can use for my event?

Yes! Via the screening toolkit request form, you may request a link to the Spanish language subtitled version of the series.

### Is there a fee for Screenings and can the director Theo Rigby, or a participant from the film come and speak at my event?

Screenings that you create and host on your own are free! Due to limited resources, we can only accommodate appearance requests and assist with producing events if a screening fee, travel, and accommodations are paid for by the hosting organization. We will be happy to coordinate appearances for events taking place locally to the participants in the series when possible.

Skype or other form of video chat with Theo or a film participant can be another way to connect your audience with us directly.

To inquire about in-person or online appearance requests, please email [theo@inationmedia.com](mailto:theo@inationmedia.com).

### Can I charge admission to my event?

Non-profit and charitable organizations are encouraged to use events to help raise awareness about the important work they are doing to support immigrant communities. This may include having a donation box at registration or distributing donation envelopes or forms to audience members.

# Online Screening Toolkit

**The online screening toolkit** is a Google folder containing a collection of resources to help you plan your event. It includes the following assets:

**Waking Dream Event Flyer Template**: A template document that you may customize to promote your event. Once you've customized the text, save as a PDF, share via e-mail and e-newsletter, and/or print and flyer around your community.

**Print & Social Media Graphics**: Image files that may be used for posting on social media, for inclusion on your event website or RSVP page, e-newsletters, etc.

**Waking Dream Audience Feedback Survey**: Print enough copies of this survey to distribute to audience members at your event. Enter the data from the collected surveys into the Waking Dream Audience Feedback Survey google form that is also shared in the screening toolkit folder.

**Sample Run of Show**: A sample detailed schedule for a screening event to help you envision all of the logistics that need to come together for event set-up and the screening program itself.

**Waking Dream Dialogue Guide**: This guide provides tips and resources for preparing yourself and your group to create space for respectful exchange of viewpoints and active listening.

**Sample Welcome Script**: A sample script to help you envision key messages you would like the audience to hear before the event begins.

**Waking Dream Lesson Plans**: This lesson plan collection provides educators multiple entry points to support an inclusive approach to learning about immigrant experiences in the classroom. Each episode is paired with a lesson that delves deeper into a particular theme that emerges from the stories.

**Sample Social Media Toolkit**: A template document that you may customize social media posts to share with your partner organizations and others who will help build audience for your event.

## HAVE QUESTIONS OR NEED MORE INFORMATION?

Contact us at [info@inationmedia.com](mailto:info@inationmedia.com).