

Subject: One Earth Film Fest Venue/Host Confirmation & Marketing Info

Dear

By way of this email, I would like to just reiterate our thanks and excitement at working together with **VENUE** to screen **FILM NAME** during this year's 3rd annual [One Earth Film Fest](#). I would also like confirm some **logistical and technical items**, as well as provide you some **marketing materials** so you can start promote your screening in particular, as well as the [Film Fest](#) in general -- on your website and calendar, in your newsletter, through any of your social media channels (Facebook, Twitter, etc), and anywhere else you see fit.

Here is confirmed screening info, which we published to our schedule:

"Growing Cities," a One Earth Film Festival Screening Event

Sunday, March 9, 2014 @3-5P

Temple Har Zion, Gottlieb Community Hall (capacity 100)

1040 N. Harlem Ave., River Forest IL 60305

***NOTE: A link and information that you can use to promote the screening that will be hosted by your venue is here:

LINK/POSSIBLY SOME TEXT FROM THE FILM PAGE

Logistical/Technical Setup

I wanted to confirm that:

- # of seats, type of seating
- AV equipment (Confirming that you have X equipment that will be used to play the film – OR say that we will account for AV equipment, and mention what items these are)
- Name of technical contact, or if not known – ask who can be the person at their venue who can be responsible for setting up AV/tech equipment, running the DVD, and troubleshooting if any issues during the film event. OR – if OEFF team member is tech contact, no need to say anything at all. They don't need to know
- Please confirm that we will be able to gain access to your venue to set up by X time (if time not know, ask what time we will be able to gain access on the event day)
- We will be able to have 1-2 (preferably long) tables for use as information tables at or near the back of the screening room.

Can you pls let me know the **name and contact info** of the person who will let us in when we arrive to set up, and who will be there for the duration of the event in case we have any questions or issues?

General information for One Earth Film Fest:

3rd Annual One Earth Film Festival: 30 inspiring films, one dynamic weekend!

March 7-9, 2014, at more than 2 dozen locations in Chicago and near-West suburbs. The Midwest's premier environmental film festival drew over 2,000 viewers last year, is produced by [Green Community Connections](#), and features 30 films on topics such as food, water, waste, conservation, energy, and activism. Come explore, whether you are already committed to environmental action or just learning about sustainability. Enjoy post-film discussions and activities with topic experts to glean additional insights and get practical advice for taking next steps. Transformative films include "[GMO OMG](#)," "[Blackfish](#)," "[More Than Honey](#)," "[Harmony](#)," and more. Plus, engaging children's films. One Earth Film Festival films are almost all FREE, and promise something meaningful for everyone — adults, teens, families and children. [Sponsors](#) and [volunteers](#) also sought!

Visit oneearthfilmfest.org. Follow on Twitter: [@OneEarthFF](#). Like on Facebook: facebook.com/oneearthfilmfest.

If you are able to share information with your networks and community members, you may use the film-specific text and links

above – and the following web page has easy-to-use pre-written text and posts for use in e-mail, newsletters, calendars, websites, and to use on Facebook and Twitter:

<http://www.greencommunityconnections.org/2013-one-earth-film-festival/press/>

Also, attached are some flyers you can also use to email to your networks, and/or to print and hang or print and distribute. ((get flyer attachments from Ana or Christiane))

Please let me know as soon as possible if you have any adjustments, comments, or thoughts about any of the above information -- especially as it relates to technical and logistical details. ***The next orders of business are to:***

1. **Schedule a technical test** with the above-described AV setup, using the DVDs that will be used at the screening.

One of our team members will reach out soon to schedule a test between 2/14 and 2/21.

2. Within 2 weeks, deliver to you a **venue poster**, promoting your involvement in One Earth Film Festival, and “teasing” the film/s that will be screened at your location.

3. Within 2 weeks, deliver to you **bookmarks** promoting the Film Festival to your audience/community. *Please let me know if anyone from our team has dropped these off to you already, and if so – whether you might need more.*

Thank you again. We look forward to working with you to run a successful [One Earth Film Festival](#) screening event at **VENUE NAME**.

Best,

Ana

Signature Stamp