



CHECK LIST FOR HOLDING AN AUSSIE RULES THE WORLD SCREENING

A MONTH BEFORE YOUR SCREENING:

- Book venue. Confirm a time, date, location and availability. Check to see if you need to hire any equipment like a projector, sound systems or tables and chairs.
- Start advertising! Print Aussie Rules The World posters from PDF (or other Aussie Rules The World art from site). Put up posters; spread the word on Facebook, Twitter Eblasts etc. Let your community know to support your screening – AFL clubs, gyms, health food stores, markets etc.
- Most importantly check that all your equipment is working properly and that you copy of Aussie Rules The World plays all the way through. If not contact us.
- Order any copies of Aussie Rules The World wholesale you may want to sell at your screening or school.

THE WEEK BEFORE:

- Organize any catering/ if needed.
- Check the booking with your venue. Make sure you have access to set up any equipment, access to power, kitchen, toilets and any alarm codes.
- Double check you have all your equipment and it is working.
- Do some last minute marketing to remind everyone of your screening
- Make sure Aussie Rules The World DVDs have arrived.

THE DAY OF YOUR SCREENING:

- Make sure you have everything ready go take over to your venue – equipment, catering supplies, your copy of the film and keys.
- Arrive with enough time to set up and be ready before your guests start to arrive.
- You can sell Aussie Rules The World DVDs for RRP so make sure you have change or buying DVD facilities available.
- You might like to set up a Aussie Rules The World email list at door so you can stay in touch with audience and let them know to sign up on Aussie Rules The World.com for updates.
- Have fun!