

COMPLEX EVENT CHECKLIST – FILM OR TV SHOWING

Event Name:

Date of Event:

SSI Organization Account:

- Walk me through your idea of the event.
- What is the budget for the event?
- Have you purchased the rights to the TV show or movie? Can we see that?
- How will you be projecting/viewing the TV show or movie?
- Are you aware of the SSI fundraising policy?
- Are you collecting money? How will you be collecting money? Cash, Venmo, ticket sales, etc.
- How will you be checking people into the event?
- Do you have a list of volunteers and their duties for the event?
- What are your maintenance/facilities/grounds needs?
- Will you be having outdoor amplified sound?
- Will you be having food at your event?
- Will you be contracting any vendors for the event?
- Are there any accessibility issues to be aware of at your event?