

NAME _____

Social Justice Film Festival Planning Guide

Discuss each responsibility and identify roles.

RESPONSIBILITY	STUDENT NAME(S)	COMPLETION DATE
PRESENT IDEA TO SCHOOL LEADERS		
SELECT AND PREPARE THE VENUE		
ADVERTISE/MARKETING		
CHILDCARE		
REFRESHMENTS		
IDENTIFY AND INVITE PANELISTS TO SPEAK		
SET UP/TEAR DOWN		
TECHNOLOGY CREW		
EMCEE(S) AND HOST(S)		
OTHER:		
OTHER:		
OTHER:		