

F-6: Film Festival checklist-Cindy Bader

Film Festival is an event that features student-made films.



Film Festival Checklist

7-9 p.m. including judging and awards

- Decide on theme related to films...
- Bulletin announcement/posters to get films submitted (one month before festival)—limit length to 5 minutes
- Review films
- Make an agenda of films and awards at the end—include times and assure it ends at 9:00 p.m.
- Facility request—secure facility—food approval (cafeteria worked great!)
- Get screen, projector, etc. and someone to run them
- Bulletins/posters to advertise film festival
- Make tickets—1/2 off with ASB sticker
- Have all students who entered sell tickets (they get in free)
- Buy decorations to go with theme
- Get judges (some teacher, some students who did NOT submit entries)
- Ask teachers who judge to be chaperones (duh!)
- Set-up/clean-up committee
- Buy refreshments
- Request cash box
- Set-up during 7th period if possible
- Clean-up after festival
- Thank teacher judges/chaperones with letter and Starbucks certificate or small gift
- Evaluate

