

Action Plan Checklist

Public Viewing of an Environmental Film

This checklist is an organizer to help you plan a public viewing of an environmental film. The checklist was selected and abridged from pages 9-10 of *EcoSchools Climate Change and Your Future: An Inconvenient Truth*, TDSB, 2007.

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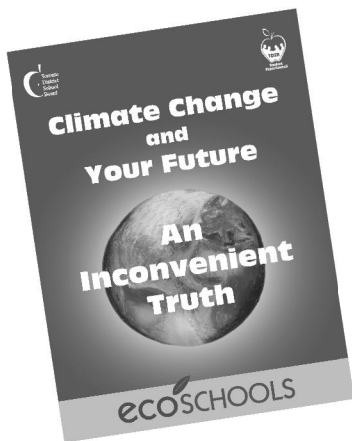
▶ 1. Behind the scenes

- A film has been watched and chosen by the team.
Two sources of films are:
 - ▶ Library and Learning Resources
Phone: 416.395.5166, Fax: 416.395.5173
Email: curriculumdocs@tdsb.on.ca
Website: <http://media.tdsb.on.ca/av/>
 - ▶ Planet in Focus
55 Mill Street, Case Goods Warehouse
Building 74, Studio 402, Toronto, ON M5A 3C4
Email: information@planetinfocus.org
Special Event Information & Registration: 416.531.4689
- A goal for the event has been discussed, for example:
 - stimulate concern for climate change
 - create a more environmentally friendly school community
 - build awareness for a new campaign
 - other _____
- The scale of the event has been set:
 - whole school entire grade
 - entire course individual classes
 - EcoTeam or Environment Club
- Approval of the plan has been given by the principal.
(always, but especially important when costs are involved)
- A location, date, and time(s) have been chosen and approved
- The film has been booked
- Appropriate equipment and the stage crew have been booked

▶ 2. Going public

- Publicity is being developed
- Brochures are created and distributed
- Signs and posters are created and posted
- Announcement script is written; speaker is selected
- Other: _____

Warning:
Films rented from video stores
DO NOT provide public
viewing rights.



► 3. Prepare for debriefing

OPTION A:

A local school team will debrief the film

- Students on the team have previewed the film
- Points to include in the introduction have been reviewed
- Debrief strategy has been chosen—here are some examples:
 - ◆ Use a checklist of possible actions people can make in their own lives to help address the issues in the film
 - ◆ Issue a challenge or make a commitment
- Preparation for Q&A session has been completed
- Master of ceremonies has been chosen

OPTION B:

A guest speaker has been arranged to debrief the film

- A biography has been received from the speaker
- The** speaker has been given information about what you hope to achieve by showing the film
- M**aster of ceremonies has been chosen

Continue to educate your school community

- ◆ Invite environmental organizations to your school
 - ◆ Use the momentum to launch a new EcoSchools initiative
 - ◆ Create reminders in newsletters, on the P.A. and at other school assemblies where possible.
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► 4. Event day execution

- The master plan of events for the day is complete (see Event Day Guidelines on the next page)
- A team has been identified to respond to last-minute glitches
- A person has been assigned to thank the speaker
- The speaker knows how much time he or she will have to speak, and when he or she is to speak
- Show the film!! Remember to follow your event day plan.

► 5. Follow-up and evaluation

It is important to follow up your event with opportunities for students to react to what they saw in the film.