

# Manifesto of Faith Watch Party Plan

## THE CHECKLIST

### BEFORE

1. Decide on the type of event.
2. Determine the time and place.
3. Order the film.
4. Recruit participants and volunteers.
5. Plan the agenda.
6. Plan the refreshments.
7. Identify and test your technology.
8. Remind your guests.

### DURING

9. Register attendees.
10. Kick-off the event.
11. Watch the film.
12. Debrief and facilitate discussion.
13. Confirm next steps.

### AFTER

14. Follow-up with attendees.
15. Send us your videos and photos.

# Manifesto of Faith Watch Party Plan

## **ONE: Decide on the type of event.**

Inviting a few people to your home for a watch party is different from planning a public showing at your local parish. The type of event you chose to do will dictate which of the following steps you will need to take.

## **TWO: Determine a time and place.**

If you are going to be scheduling a public showing, be sure to start by checking the availability of the facilities. Reserve a date and time before doing anything else. Once the event is publicized, it is very difficult to make changes.

## **THREE: Order the film.**

Instead of trying to show the film via the internet, we recommend [ordering either a DVD or USB FOB](#) containing the film. Trying to show the film over the internet introduces the potential for problems if you do not have a reliable connection.

## **FOUR: Recruit participants and volunteers.**

If you are hosting a smaller event, you can solicit participation via an email or phone call to your guests. If you are planning to conduct a larger event, you will want to plan a more extensive outreach program. Outreach can include emails, phone calls, social media posts, flyers and posters. Use our [flyer](#), [poster](#) and [email](#) templates and just fill in the details for your event.

[Facebook Events](#) can be helpful for soliciting participants and handling RSVPs. If you would like us to help give your event visibility on Facebook, just list [@ManifestoOfFaith](#) as a [co-host for your event](#).

If you are having a large event, don't forget about asking for help. You can use [Sign-up Genius](#) to create a roster of volunteer needs then invite people to sign-up to volunteer.

## **FIVE: Plan the agenda.**

We have prepared a [sample agenda](#) that you can use for your event. It includes a recommended [introductory statement](#) for the event as well as a [closing statement](#). Feel free to modify these materials to fit your specific needs.

Remember, your goal should be more than treating people to a beautiful film. The ultimate goal is to reaffirm the Church's eternal teachings and inspire others to become evangelists for the faith. Encourage people to bring their Catechism to the event. We recommend doing a facilitated "question and answer period" after the film using our [Q&A Document](#) which will refer to sections of the Catechism.

You may want to [order some DVDs and/or CDs](#) to resell at your event.

We also recommend wrapping-up your event by asking people to make a commitment to answering the call to become an evangelist using the film. Our mission is to identify individuals in every diocese who

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are willing to sharing this message of hope others. People can sign-up on the "[Answer the Call](#)" page on our website.

### **SIX: Plan the refreshments.**

Offering refreshments is always a great strategy to help recruit people to attend. Plan what food and drinks you wish to provide and create a shopping list.

### **SEVEN: Test the technology.**

Nothing is more frustrating than having a group of people in a room waiting to watch a movie and have the equipment fail. Identify and reserve the equipment you will need to show the film. Consider getting a tech-savvy volunteer to help you with setup and operation of the equipment the night of the event. Familiarize yourself with the equipment. Test the equipment the day before the event and then again the day of the event to ensure everything is working. Have the phone number of your tech support person available just in case.

### **EIGHT: Remind your guests.**

Send out email reminders to your guests three days before the event and then again the night before.

### **NINE: Register attendees.**

[Create a registration list](#) on which individuals can record their name and contact information, including their email address. This will help you follow-up with attendees after the event.

### **TEN: Kick-off the event.**

Make a brief introduction about the film using the talking points we have created for you.

### **ELEVEN: Watch the film.**

Push play and enjoy the movie.

### **TWELVE: Debrief and facilitate discussion.**

Using the [Q&A Document](#) we have prepared for you, ask participants to confirm what they learned as a result of the film.

### **THIRTEEN: Confirm next steps.**

Ask attendees if they are willing to help evangelize others by encouraging them to watch the movie. You might decide to pre-order some DVDs and Evangelization Cards to have available for people at the end of the event.

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### **FOURTEEN: Follow-up.**

Send a follow-up email message to attendees the day after the event using our [follow-up email template](#).

### **FIFTEEN: Share your photos and videos.**

We want to see photos and videos of your event, especially personal testimonial videos. After the event, ask permission to interview a person and simply ask “What was your reaction to the film?” Record their response. Make sure you ask the person if it is okay to share the video on social media. Then upload your photos and videos to our [Facebook page](#).