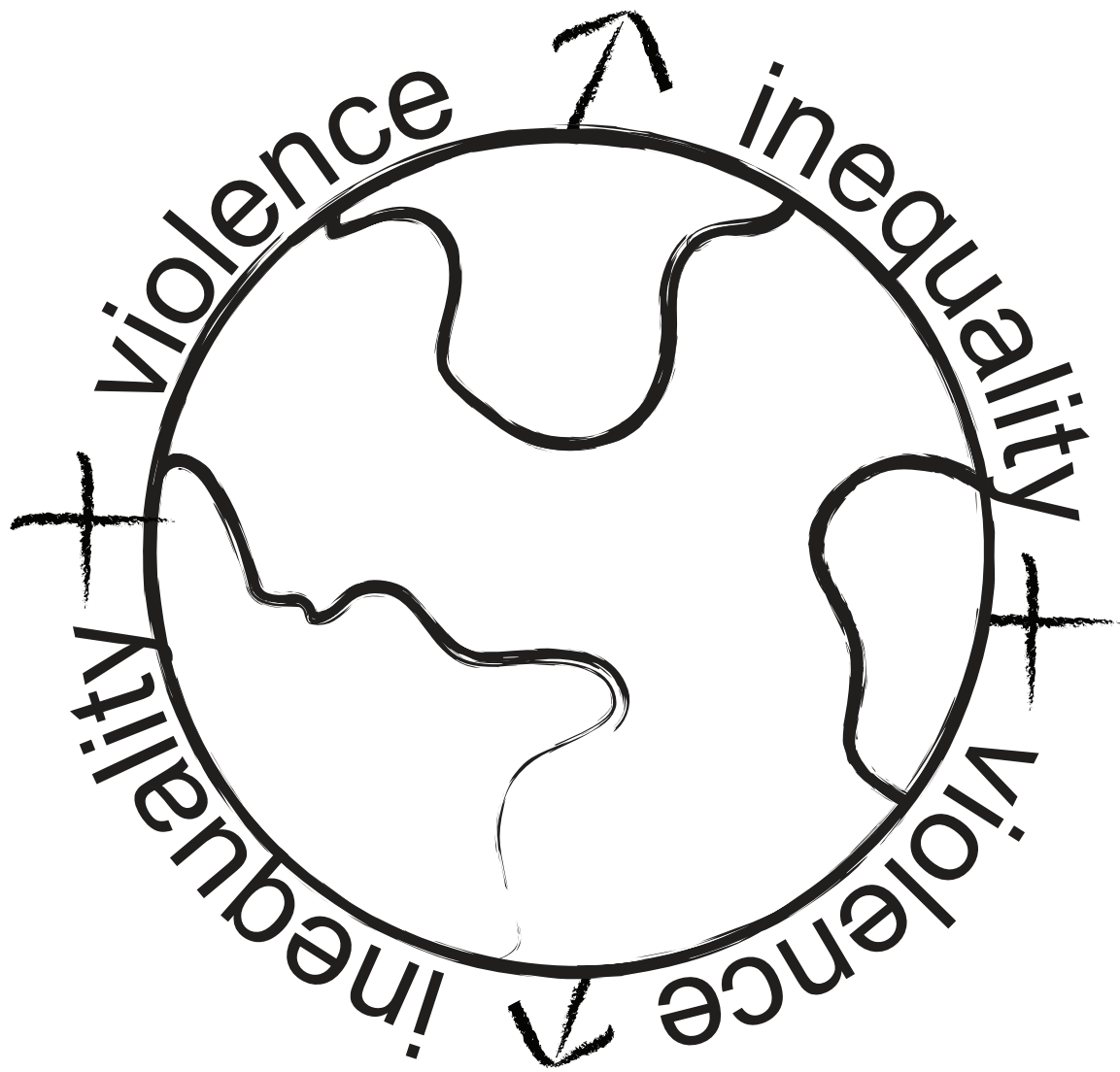
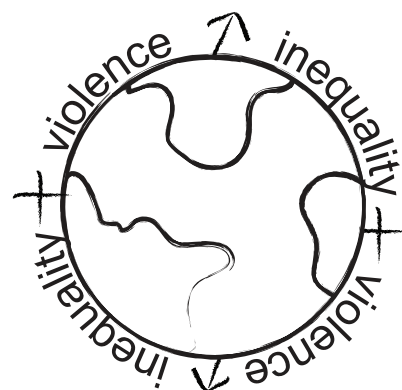


# Break the circle!



## Guide to screening the video

# Guide to screening the video



**Gender violence is a global problem. That's why we should all take action to eradicate it.**

Help us break the circle. Screen the video in your community, school, home, organisation, or any other event you wish. Reflect, debate and carry out activities in your community.

Each person counts.  
We are counting on you.

## How do I screen the video?

### Preparations

**Plan your times.** The number of weeks or days the organisation will take depends on the type of event you want to make. But take into account that you will need **at least two weeks for preparation.**

In the first place you should think **who the screening will be aimed at** and what your **objectives** are. From there, it will be easier to organise activities.

You may want to:

- Inform your audience about gender violence and get them to reflect on it.
- Organise future action plans, campaigns or activities on gender violence.
- Set up activist networks in your community.
- Create an organisation to take on this topic in your community.
- Get into contact with other organisations to create global networks, etc.

Once you have set your objectives, make a **guest list.**

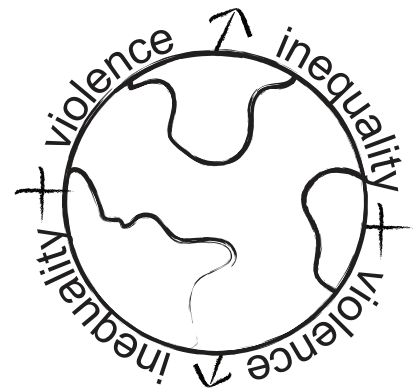
Apart from this list, you can consider an open enrollment; that is, that people who want to join the event can do so by simply signing in on a sheet placed to this end (see the "Invitations" section below).

**The way you screen the video will depend on** the number of guests you invite.

If there are not many, you can screen it on a computer. But if they are more, you will have to consider screening it on a TV or use an OHP.

You must make sure that the video format is compatible with the resources you have. Do a **screening test** to make sure that everything works properly.

Finally, **choose a date and time**, taking into account your guest list so you do not limit their chances of coming.



## Invitations

### - Invitation delivery

Send the event invitation by e-mail, mail or deliver them by hand, with enough time so that everybody can organise their personal commitments and so more people will be able to attend.

### -Guest shortlist

You can also hang the **poster** with the screening date and time in any place you want to advertise it, for example: your workplace, school or neighbourhood). Next to it, leave a blank sheet so that people can write their names down.

A few days before the event, take down the sheet so you have an idea of the number of people who have joined the meeting.

## Activities and Materials for the Event

With enough time, think about the activities you are going to organise for the event once you have finished screening the video. These activities **will depend on the objectives you have set**.

You can organise different activities. Here we will give you some ideas. But surely others will come to you as well.

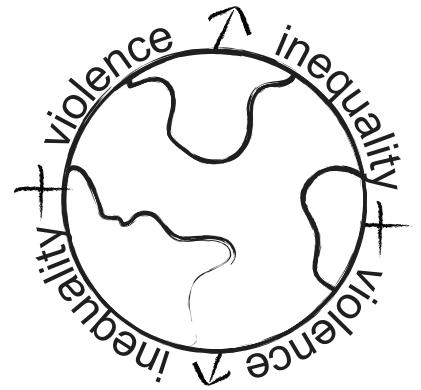
Make an **activity list**: Write the **time allotted** to each activity and the **order** in which you will do them. Planning is essential for everybody to make the most of the meeting.

Think about who will introduce the guests to the topic and how it will be done. Once you have welcomed everybody, you can make a brief presentation of what will be done during the meeting and how it will be organised.

If you are planning to invite **members from an organisation** dealing with gender violence to make a dissertation, make sure you have their confirmation and organise with them what you would be interested in debating or which topics you would like them to explain more deeply.

Gather the **materials** you want to give to the guests, as informative leaflets, manuals, guides or whatever you think could be useful to continue with the topic discussion once the event is over.

If you do not have your own material, in the links section you can find different organisation materials with much more information in them.



## Venue Organisation

Taking into account the number of people who have been invited, prepare the space where the event will take place.

Prepare all the elements you will need for the meeting so that the meeting is dynamic. For example: enough chairs, notebooks or sheets of paper and pens to take notes, drinks, snacks, etc.

Depending on where the event takes place you can ask the guests to bring food and drinks (for example, if you do it in your house, you can ask some to bring drinks, others snacks, etc.)

## Confirmation

Ask your **guests** to confirm their attendance. You must also confirm the **speakers**.

## The Day of the Event

Make a **list** to check everything is ready. In this kind of event, the unexpected always crops up. Do not despair! If you have organised the event in time, you will find a way to solve it.

Once you have received your guests, make them feel comfortable. Offer them something to drink and let them get acquainted with each other.

When the video is over let the guests have some time to talk among themselves casually. Then, carry out an **informal debate**.

In this type of discussion it is always advisable to have someone acting as a **moderator**.

This chairperson is there to help everybody give their opinion and participate, to activate the discussion if the audience does not give an opinion, or on the contrary, to bring the discussion back on track if it meanders.

## When You Finish the Event

Thank everybody for their participation and collect their e-mail addresses to keep contact with them.

This will help to create networks of people who are interested in the gender violence issue and organise activities and debates, and to continue disseminating the campaign; this will, in turn, make more people aware of the issue.