

TIPS ON HOSTING AN IN-PERSON PANEL DISCUSSION



BEFORE YOUR EVENT

☐ Choose A Moderator

- ☐ Choose someone in your community who can keep the conversation and engagement going. This person will help delegate questions to panelists and maintain a fluid rhythm. Additionally, they will provide opening remarks and lead the discussion/Q&A at the end.

☐ Select Your Panelists

- ☐ Choose 2-3 people in your community to answer audience questions. We recommend finding people who can represent knowledge on different topics. School psychologists, community leaders, and social workers are great examples of those that lead to a richer conversation.

☐ Start to Promote Your In-Person Screening

- ☐ Send out emails and promote the event on internal websites, as well as around your community. Click [HERE](#) for posters, email templates, and other marketing materials to help bring attention to your event.



SPECIAL INSTRUCTIONS FOR THE MODERATOR

- ☐ After previewing the film, compile a list of questions you think people might have. Having questions prepared ahead of time will give you a cushion in the case your audience does not have any of their own.
- ☐ [Here](#) are some of the most commonly asked questions, but you might want to have a few of your own. Start with broad questions, then move on to more specific questions to encourage the panelists to share personal experiences or ideas.
- ☐ Keep the conversation moving at a brisk pace, be aware of the time, and try to share the stage as evenly as possible!
- ☐ Bring positive energy, always be uplifting and empathetic, thank each panelist, and genuinely appreciate any question that is asked by the audience.



TIPS FOR PANELIST SUCCESS

- ☐ Arrange for you and your panel members to meet in the actual session room to introduce themselves and check-in.
- ☐ Plan to arrive at least 30-45 minutes before the session starts to hold a brief rehearsal.
- ☐ Wear something simple. Big logos and patterns are distracting!
- ☐ Speak to the audience, not the moderator! Even though the moderator is asking the questions, you are there for the audience.
- ☐ Keep track of time.

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