1. Before Screening

- Arrange location, date, time
- Make plans with host
  - Publicity
  - Plan room set up (different furniture arrangements may be needed for screenings in contrast to discussions)
  - Arrange projector, laptop, and screen (whenever possible try to get host to provide and set it up)
  - Internet connection (have DVD as backup just in case)
  - Microphones (as needed)
  - Light refreshments (optional)
  - Sign-in table

- Work out “run of show” (agenda/schedule)
  - Generally plan on 10 minutes for welcome and intros, 54 minutes to show the film, and a minimum of 20 minutes for discussion (more discussion is better)

- Arrange moderator
  - Prep the moderator
    - Review run of show
    - Make sure he/she has everything needed

- Arrange panelists - try to get someone to speak from these perspectives:
  - Former parolee
  - Parole officer
  - Staff member from an organization that provides services to parolees
  - Film maker

- Survey
  - Have copies on hand
  - Have pens/pencils
  - Decide in advance when to distribute surveys, who will explain them, where completed surveys should be left
  - Prepare to explain purpose of survey
  - Remind/announce more than once
• Sign in sheet
  – Prepare in advance; should include name, phone, email address
  – Have copies on hand
  – Have pens/pencils

• Figure discussion format
  – Possibilities include large group discussion (more than about 20 people), small
group discussion (fewer than about 20 people), or another approach
  – Factors to consider: who is the audience, how much time is available, how
much and what kind of space space is available

• Do publicity
  – Flyer (see http://www.ccsu.edu/imrp/ for samples)
  – Web sites (your site, the host’s site, and the IMRP site)
  – Social media
  – Possible blurb that can be used in publicity:
    Life on Parole, a 54 minute documentary produced in Connecticut in 2017
with the cooperation of the Department of Corrections and in collaboration
with the New York Times and PBS’s Frontline, follows several former prisoners
released on parole, showing in stark detail the punitive rules under which they
live. The film chronicles the challenges faced by the newly released prisoners
as they try to find homes and jobs, reconnect with loved ones and avoid
temptation, sometimes discovering that the system created to help them can
also hold them back.

2. At Screening

Run of Show template (can be adapted)
(Plug in times depending on the specifics of each screening)

1. Sign in, distribute survey to each person as they sign in, light refreshments (optional)

2. Welcome
  • Provide some background/context on Life on Parole. Here are some basic
points (for more details go to http://www.ccsu.edu/imrp/):
    – Tonight we’ll be viewing Life on Parole
    – A new 54 minute documentary produced by Purple States
    – With PBS’s Frontline and New York Times in cooperation with CT
      Department of Corrections
    – Aired nationally on Frontline
- Purpose: to bring the re-entry and parole experience to life through the stories of four people returning from prison and their families and their parole officers
  - After the film we'll hear from a great panel and have a conversation with you
  - Ask audience about their familiarity with the CJ system and parole - Either yourself or a family member or a friend?
  - Mention survey: We are doing screenings around the state to get feedback from a wide diversity of people. So we are doing a survey tonight. Please make sure to fill it out and give us your feedback. Thanks in advance.
  - Thank cosponsors

3. Show documentary (54 minutes)

4. Introduce panel
  - Brief comments from panel

5. Q & A/discussion with audience/panel:
   Suggested questions (feel free to use or not; feel free to add others; note that the specific questions used should be tailored to the audience - consider the experience and perspective of who is in the room):
   - What did you learn from the documentary that you didn’t know before?
   - What is your understanding of the purpose of parole?
   - What are some of the challenges of re-entry to formerly incarcerated people?
   - What can have a positive effect on success while on parole and beyond?
   - What are some of the challenges of supervision for parole officers?
   - Do you have questions for the people on the panel?

Especially if you anticipate that the discussion may be controversial or spirited, you may want to introduce some ground rules before the discussion begins. Here are some possible ground rules:

- Listen carefully and with respect.
- Each person gets a chance to talk.
- One person talks at a time. Don’t cut people off.
- It’s okay to disagree, but be sure to show respect for one another.
- Help the facilitator keep things on track.
- Some of the things we will say in the study circle will be private (personal). We will not tell these stories to other people, unless we all agree that it is okay.

Many more examples of ground rules may be found at http://ncdd.org/rc/item/1505. Choose the ones that work for you, or create your own. Using ground rules is optional.

*If you need help with ground rules or facilitator tips, please contact IMRP*
6. Wrap-up:
   • Thank you for coming; thanks to our panelists and host
   • Please make sure to fill out your survey and give them to/leave them xxxxxxx.
   • On the survey there's a place to indicate your interest in receiving more info or getting involved. You may be interested in:
     - addiction and/or mental illness as well as other health related issues
     - effect of imprisonment and parole on families and children
     - having more dialogue and taking action
   • If you fill out this portion we will be in touch to discuss this further
   • For those interested, we can help connect you with information or services
   • We may also have further dialogue, so if you're interested make sure to indicate this on your survey
   • For more info visit http://www.ccsu.edu/imrp/

7. Final thanks, survey reminder, end