

CHILDREN IN NO MAN'S LAND

FACILITATOR GUIDE



PLANNING FOR A COMMUNITY SCREENING

Have you ever wondered how many of the 3.5 million undocumented immigrants who enter this country annually are children?

Every year, more and more children are immigrating to the United States without a parent or legal guardian. At any given time, an average of 700 unaccompanied minors are being detained by the U.S. Homeland Security Department (formerly known as Immigration and Naturalization Services or I.N.S.). The majority of the 85,000 undocumented immigrants under 17 arrested in 2003 were teenagers, although cases of children as young as 10 traveling alone have been reported.

CHILDREN IN NO MAN'S LAND is a documentary that addresses some of the dangers that migrants face in crossing the U.S./Mexico border without documents. In Arizona where the children in the film cross, migrants face fear of deportation, extreme conditions, and the possibility of death.

A screening of the film can help to engage members of your community in discussion and action on issues related to immigration and the border. Given the film's focus on children it often opens up the possibility of discussing this controversial topic from a unique perspective. The film may

allow members of your community to think about immigration and related issues in new ways and may help your organization draw new allies into the immigrants' rights movement.

When organizing a screening or event, decide your organization's goal for the outcomes, and plan your outreach accordingly, both in terms of whom you invite to partner with you on the event and how to get the word out.



We strongly suggest that you include community leaders and organizations. A partnership with local or state organizations will focus your event, split the workload and increase the number and diversity of attendees. Also, your community partners can be vital agents in getting the word out about the event, so make sure to include them in your marketing and promotion plans.

How to Facilitate a Discussion

Prepare yourself

Know your event agenda and event goals.

Be knowledgeable

Review the discussion guide as well as additional resource materials in order to speak intelligently on the subject and to guide your audience and panel in discussion

Be clear about your role

As a facilitator you will be serving as the event moderator. Be sure to set ground rules for your panel and audience. Try to give everyone equal amounts of time to talk and defuse any heated exchanges.

Know your audience

What do they already know? What information are they seeking? What action are you asking them to take?



Event Checklist

An event featuring CHILDREN IN NO MAN'S LAND can spark interest, dialogue, and action on any of the topics listed above. This event checklist will assist you in producing a high-quality and impactful event.

Preliminary Planning for a Community Screening

___ Book a venue that will be easily accessible to the audience, handicap accessible, and has audio-visual equipment.

___ Identify and approach partner organizations that will complement your organization and draw an additional crowd

___ Secure speakers/panelists for your post screening discussion. Your partner organizations can be very helpful with identifying experts

___ Determine if your event will be catered and how you will make the food available. Check with your venue. Some locations will insist that food be provided by an insured, commercial kitchen

___ Determine if your event will be open/free to the public, require RSVP, or some other system, and determine who will manage this process

___ Work with partner organizations to draft an agenda, and set event priorities

___ Secure volunteers to work the event

Getting the Word Out

___ Send a press release four to six weeks in advance of your event. Try to secure calendar listings as well as editorial coverage.

___ Two to three weeks before your event call local media to “pitch” them on covering your event. Be sure to talk about why your event is important to your community.

To increase media interest consider having your screening in conjunction with one of the following dates:

International Women's Day
(March 8th)

International Workers Day
(May 1st)

Mother Day (mid in May)

Father Day (mid in June)

Dia de los Muertos
(early November)

Human Rights Day
(December 10th)

International Migrant Day
(December 18th)

Topics and Issues Relevant to CHILDREN IN NO MAN'S LAND

As you plan your event you might consider finding partners organizations, speakers, and panelists that can increase awareness on the following issues:

- Trends in immigration amongst minors
- Immigrant Legislation
- Civil Rights and Human Rights
- Border History
- Politics and Economics of Immigration
- Direct Service Providers at the Border
- Green Card/Residency Process



Information in this guide collected by Anayansi Prado, Anna Lee, Desiree Gutierrez, and Pancho Arguelles.

___ Create an event flyer to place on bulletin boards and to provide partner organizations. Consider leaving these at coffee shops and community locations

___ Send an event invitation (printed or e-version) to your organization's members. Ask partner organizations to do the same. Send an initial invitation about two-week in advance, and a reminder with in a day or two of the event.

___ One to two days in advance of your event send the press (news desks) a media advisory. This is a consolidated Who, What, When, Where document.

___ Set the event agenda. Consider the following:

Start Event on Time

Welcome/Introduction (no more than 10 min.)

Screen Film

Panel Discussion/Q&A (no more than 45 min.)

Just Before and During Your Event

___ Test your DVD and audio-visual equipment. Give yourself enough time to make any necessary changes and get replacements

___ Print any necessary materials

___ If necessary, print multiple copies of the RSVP list to check-in guests

___ Set-up a materials table. Make organization brochures, petitions, postcards, etc. available to guests

___ Set-up a registration table to capture audience members contact information

___ Begin film and panel discussion on-time

___ Take lots of photographs and if possible video. These materials can be used for future promotion.

___ Be Sure to give the audience action items. Let them know how they can help or get involved.

Post Event

___ Send thank you notes to panelists and speakers

___ Meet with partner organization to determine if they found the event successful. How can future events be improved.

___ Follow-up with any press that expressed interest in the event and send them photos of the event. Ask them to provide post-event coverage.

___ Thank your audience (using info gained at registration) for attending your event and remind them how to become involved/take next steps.