

Development/Events Committee Meeting 2/17/2021

Time: 4:30PM - 5:30PM

Present: Facilitator: Jenna, MacRae, Jessica, Jenka, Laurie, Celeste, Jill

Facilitator: Celeste

Note taker: Jill

SHARED DRIVE

- BAM - Event schedule
 - Run times
 - Updated per feedback Laurie received from the film makers
 - KBOO contact information
 - Panelist contact information
- BAM event - Donation guide
 - Event participants can donate 2 ways
 - Text: kboobam to 44321
 - kboo.fm/bam
 - We will be able to see donations as they come in through KBOO's website
 - Examples of "chat" messages to use during the Zoom webinar

EVENTBRITE

- Ticket sales as of 2/17 = 16 tickets / \$195
- AS of tonight, 2/17 - eventbrite will send the film link along with the panel information.
- Jenka will send the film link to the 16 people who have registered for the event - hopefully through eventbrite.
- We did not discuss sending reminders to watch the film PRIOR to the discussion panel

PROMOTIONS

- Facebook event page is up and people can invite their network of contacts.
 - It is also possible to post the social media link to your own Facebook page.
- KBOO will send 2 email blasts to members and others on the distribution list
 - 1 before the end of this week
 - 1 on Monday, 2/22
- Press release has been sent to Willamette Week and The Portland Mercury and to people in meeting participants' networks
- A media outreach was developed to distribute the press release
- On-air promotion to begin as soon as possible
- Jessica will announce to the Board of Directors at the meeting on Monday, 2/22.
- Check on possible spot with Open Signal
- Celeste would like to be put in touch with Thabiti and Pavithra regarding the radio show on Monday, 2/22.
 - Understanding the filmmakers' time constraints, Celeste noted that they will probably be able to make something work for everyone involved. They just need to work out the details.

EVENING OF EVENT

5:45 - 6:00pm KBOO support arrives in webinar
6:00 - 6:15pm tech check
6:15 - 6:33pm doors open / slide show
6:33 - 6:39pm welcome and introductions
6:39 - 6:55pm discussion of the film by filmmakers
6:55 - 7:20pm panel discussion
7:20 - 7:23pm KBOO pitch open questions from audience
7:23 - 7:45pm Q&A discussion
7:45 - 7:50pm Thank you, good night
8:05pm - thank you & goodbye

- See run sheet in shared drive for more detail

FRONT END

- Celeste has graciously agreed to MC the event including
 - Introductions of the filmmakers and artists
 - Present questions to the filmmakers and the artists
 - KBOO Announcements
 - KBOO pitches
 - Celeste and Jenna will work on a few scripts for short pitches
- The filmmakers will moderate the discussion
 - The conversation about the film
 - The Q&A section of the event

BACK END

- MacRae and Jill offered to assist Jenka with operations on the back end including:
 - Update the live chat with *donate to KBOO* messages
 - Thank donors
 - Be aware of technical issues
- MacRae sent an email to initiate a meeting to prepare
- Honorarium
 - To be paid to the artists rather than the filmmakers (at the filmmakers request)
- For the waiting period between when the "event doors are open" and "welcome," Jenka created a slideshow using
 - Images provided by the filmmakers
 - Music suggestions from the filmmakers

Next meeting: **(full Development Committee meeting) Monday, 2/22 at 4:30pm**