



# PATTERNS *of* EVIDENCE

## CHANGEMAKER GUIDE

### *The Movie Captain™ EBook*

This training guide is meant to support you, inspire you, and answer any question you may have about hosting a screening event using **Theatrical On Demand®**.

Remember that a *Patterns of Evidence* Theatrical On Demand Event is meant to be more than just watching a film. It's a unique community experience that welcomes people from all viewpoints to investigate and discuss patterns of evidence that match the history found in the Bible.

#### **TWO Viewing Options**

Each of the films comes with two options for film length.

#### **SHORTER VERSION**

The shorter version is approximately 2 hours in length and allows for post film discussion (20-30 minutes) with you or a panel, after the screening. We have also included a list of questions and points to raise that you can use to stimulate a vibrant discussion and hear comments and questions from the audience.

#### **LONGER VERSION**

The second screening option is the longer version, which includes a 12-minute intermission and a pre-recorded panel discussion at the end of the film. This version is about 2.5 hours in length and does not allow time for audience questions at the end of the screening. This version was released in theaters March 2019.



LET'S GET  
STARTED

# STEP 1: BOOK A SCREENING

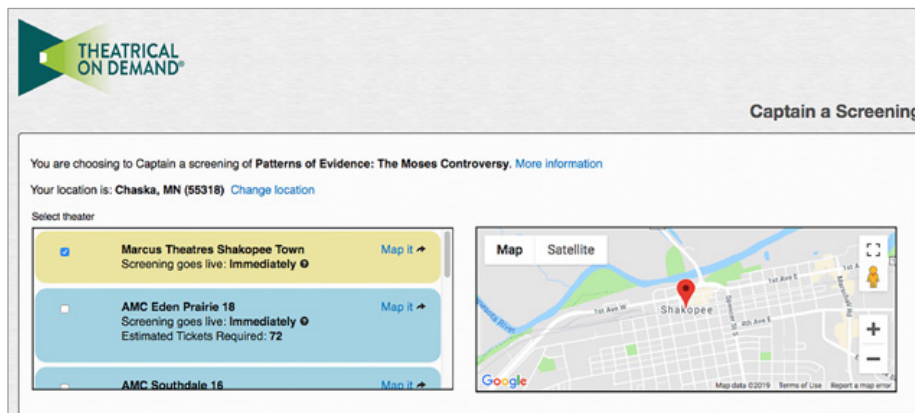
As a Movie Captain you will have access to show **Patterns of Evidence** films at a theater in your community. Requesting a theater takes just minutes.

First go to [www.PatternsOfEvidence.com](http://www.PatternsOfEvidence.com) and select **Changemaker**.

Select the film you would like to screen. After your selection you will be routed to our booking platform called Gathr. There you will put in your zip code bringing up a list of theaters to choose from in your area.

## A. SELECT THE THEATER

Select the theater you'd like to have your screening at and then select the best dates available in the dropdown bar. IF you don't see a theater in your area but you know about an interested theater please contact Gathr ([bookings@gathr.us](mailto:bookings@gathr.us)) to discuss the option of hosting there.



Gathr, our theatrical On Demand partner, will book the theater you select and handle all the logistics.

## B. CHECK THE DATE

Be sure to check if any other events are competing against your date. This will help you pick the best time for your screening.

Whichever film you choose it will be a minimum of 5 WEEKS OUT from the date you book your screening. This amount of time will be needed for you and your team to market and create interest.

*Your screening has been confirmed and maybe now you're thinking, "What next?" We'll tell you...*

# STEP 2: TEAM BUILDING

## BUILD A TEAM!

**GET FRIENDS INVOLVED** – The next step in having a successful Patterns of Evidence Movie Event is to build a team of Co-Captains who can assist you in getting the word out to your community.

Assemble your team and discuss the steps listed in this guide and assign tasks to each member. This will help spread the load and make for more fun. Working together with like-minded people who care about the Bible and your local community just like you do is what you want.

**BUILDING A TEAM** and gaining core support and enthusiasm from local churches, synagogues, or faith-based organizations is key. Help them understand the unique opportunity available with this film, you can forward several film trailers, links, and endorsement videos that will give an overview of this project.

*Start to do some local market research...*

**MAKE A LIST** of Influencing People and Organizations that you think would have an interest in affirming the historical credibility of the Bible, apologetics, history and biblical archaeology. These could be churches, synagogues, schools, homeschool groups, colleges, seminaries and local Bible study groups.

*After years of working with Movie Captains™, the most efficient way to promote your screening AND create a lasting impact on your audience is by partnering with a local organization.*

List a minimum of (7) influencers and organizations that might be interested in supporting the *Patterns of Evidence* Screening Event.

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_
7. \_\_\_\_\_



# Action Items for STEP 2

## *Don't wait to get the word out!*

**DRAFT AND SEND AN OUTREACH EMAIL to all of the organizations from your list.** Your goal is to get them to sponsor and promote your screening event to their network. Share a bit about you and WHY you have chosen their organization to reach out to. Do you have common goals? Send the email to the best address you can find online for the organization.

**DRAFT AND SEND AN OUTREACH EMAIL to friends, family, and other important people in your life.** Your goal is to express your excitement about this event and ask them to support you by reserving their ticket TODAY. Explain to them that this is a crowdsourcing event that needs a certain number of reservations in order to be confirmed.

### *Sample email:*

Hello Friend,

I just want to tell you about an exciting and inspiring Movie Event I am helping to host on (Insert Date and Theater location). It's called *Patterns of Evidence: The Exodus / The Moses Controversy*. The film is a powerful biblical investigation by filmmaker Timothy Mahoney showing evidence affirming the historical credibility of the Bible. It presents new evidence for Moses and the early Israelites in Egypt and their journey to the Promised Land. It is very informative, visually stunning and thought provoking. I know that this evening will be an inspiration to you and a really excellent opportunity to bring friends and family who might even have questions about the Bible and faith. This event can open the door for excellent conversation as well as an entertaining experience. I can promise that you will not be disappointed.

Here is the link where you can see a trailer for the film and purchase your tickets.  
(insert proper link)

Sincerely,  
[ NAME ]

*IMPORTANT: Again make sure you share the screening link on the event page so your friends can see the trailer and reserve their tickets. Start inviting everyone you know!*

# Action Items for STEP 2

*After hearing responses from your emails note the following . . .*

## **SUPPORT SYSTEM**

There are 3 people in my close network who I can depend on to help me promote this screening event.  
Those people are:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

## **PARTNERSHIPS**

I have reached out to \_\_\_\_\_ organizations and asked them to sponsor my screening event.  
Do I need to...

- a) Follow up
- b) Find a new partner
- c) Give them an action item so we can move forward



# Action Items for STEP 2

## MOVIE CAPTAIN™ Mission

What are your aspirations for your screening event? Do you have a specific call to action for your audience? My hope for this screening event is \_\_\_\_\_.

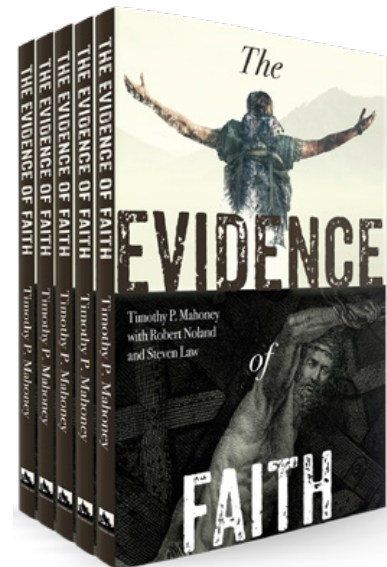
A post-screening Q&A with key people

Microphones for introduction and Q&A

Tables for promotional material

Coupon and handouts for Patterns of Evidence

A follow up Small Group to meet and go through the “Evidence of Faith” book



*Please list anything else you might find useful:*

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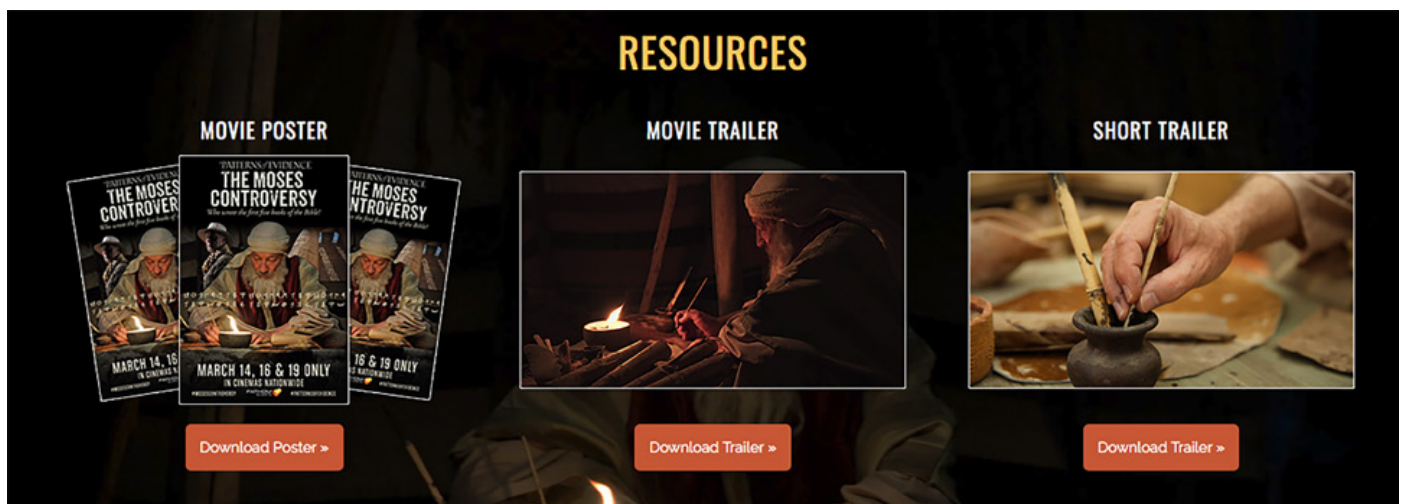
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*Share this with your team!*

# STEP 3: MOVIE CAPTAIN™ MARKETING TOOLBOX

**MOVIE CAPTAIN™ TOOLBOX** – We have created a Marketing Tool Box for you to market the upcoming movie event. It is your complete resource to get the word out for your Screening (Movie) Event to your community. The Marketing Tool Box has customizable digital assets for each film, which include:



- Film trailers for your website and Facebook Page  
(You can also directly download these trailers to play during a service)
- Film Description
- Facebook/Instagram Memes
- Email Announcements (see page 5)
- Customized Bulletin inserts and Flyers
- Customized Movie Posters you can print and distribute to promote the film
- Publicity Photos
- Question and Answer Sheet for Panel Discussion



# Action Items for STEP 3

**For those planning to have a panel discussion or Q & A afterward**, you should try to lock down a host and at least one panelist early, so that you can promote the full event. We have prepared a series of questions that can be asked to the audience directly or to a panel of local experts, college professors or religious leaders. You don't need famous people for the panel, you can include local experts or just talk about the film with the audience using the questions provided. The inclusion of a discussion after the film significantly adds to the interest that will be generated for the occasion.

**If needed, make sure that your event is staffed with enough volunteers** to ensure that things run smoothly. This includes greeters, a helper for your panel guests, and servers if you will be having refreshments.



# STEP 4: FIND YOUR AUDIENCE



*Fill the Seats!*

# Action Items for STEP 4

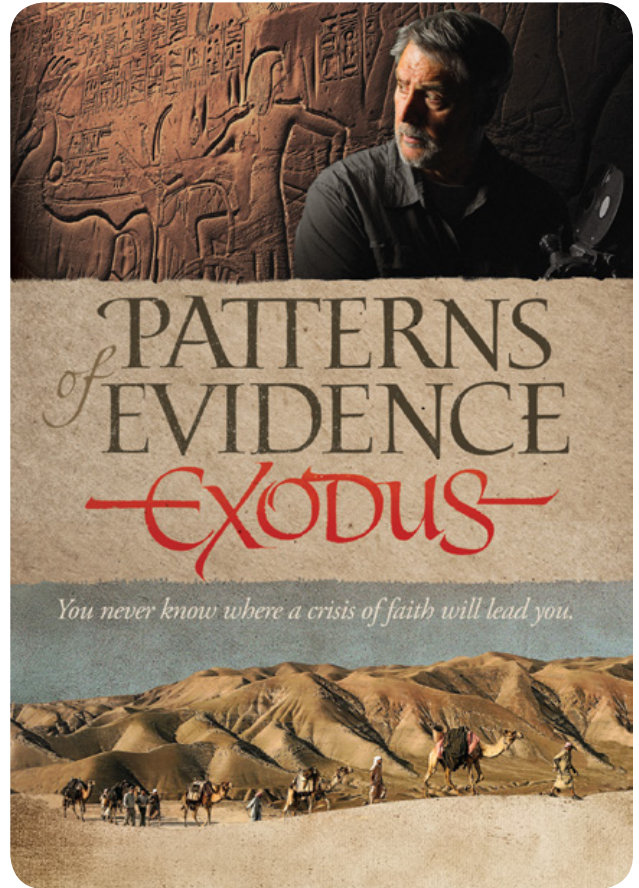
**CREATE A FACEBOOK EVENT for your screening** with photos and the movie poster images from Tool Box. People need to know TODAY that you are hosting a screening event. Share a bit about why you are doing this (make it personal) and make the cover photo an image from the film.

## Item #1

You want people to get excited! Make sure you include the following on your event page:

1. Trailer of the Patterns of Evidence film you are screening.
2. Your screening link to purchase tickets. It looks like this: <https://gathr.us/screening/#####>
3. A personal statement of why this Movie Event is important to you. Here's an example:

“Hello everyone! I am so excited to share that I will be hosting a screening of Patterns of Evidence: The Exodus or Patterns of Evidence: The Moses Controversy at our local theater ( name of theater) on (date inserted here). As a \_\_\_\_\_, this film resonates with me because I care about the historical credibility of the Bible, \_\_\_\_\_, \_\_\_\_\_ I believe the film demonstrates evidence matching biblical events that will inspire, challenge and then create a great opportunity for us to discuss what this means for us today. The Bible is the best-selling book of all time and it's exciting to see it come to life with this film.

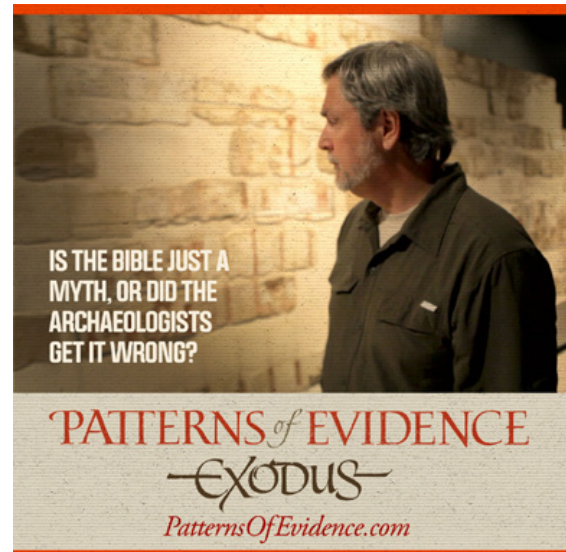
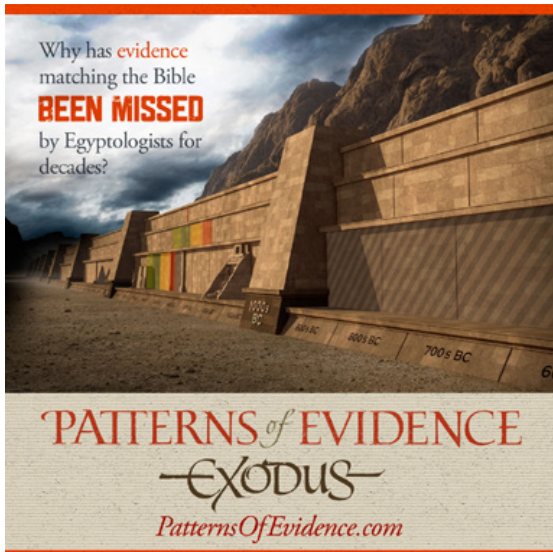


# Action Items for STEP 4

## Item #2

Get all of your friends to post the event on FACEBOOK also. We have FACEBOOK and Instagram MEME's created to promote each of the films in the Promotional Toolbox. *See samples below.*

*IMPORTANT: Make sure you share the screening link of the event page in your copy so people can see the trailer and reserve their tickets. Start inviting everyone you know!*



# Action Items for STEP 4

*Here is a sample letter you can send from the films Producer Tim Mahoney:*

## From the Producer of the New Documentary **PATTERNS OF EVIDENCE: THE MOSES CONTROVERSY**

I am greatly excited to share news with you about the new documentary in our award-winning Patterns of Evidence series entitled **Patterns of Evidence: The Moses Controversy**.

The film tackles the crucial question of who wrote the Bible's first books. The Bible (including Jesus) says that it was Moses at the time of the Exodus. Many mainstream scholars reject this possibility. This is one of the key attacks against the validity of the Scriptures.

If Moses did not author the Torah, as Scripture says, then can we really trust the Bible as the source of truth in every area? The stakes could not be higher.

In this thought-provoking fast-paced production, I take you on a faith-affirming journey across the globe to interview some of the world's leading experts in Egyptology, ancient Hebrew, and early languages.

The film reveals groundbreaking archaeological discoveries that form a pattern of evidence supporting Moses' ability to record the Exodus as an eyewitness account.

With stunning cinematography and life-like recreations, **Patterns of Evidence: The Moses Controversy** will captivate audiences of all ages. Because of its balanced approach, it is easy to share with others who may have questions about whether the Bible is based on real history, or is merely folklore. The film will be followed by a provocative panel discussion featuring Todd Starnes, Os Guinness, Michael Medved, A.R. Bernard and myself.

To attend the movie, visit [www.PatternsOfEvidence.com](http://www.PatternsOfEvidence.com) to find a theater, purchase tickets and view the trailer. We want as many people as possible to see this Bible-confirming film. For the release to be successful, we need your help to bring family, friends and neighbors to theaters.

Thank you for your attention and help. Please help us get the word out by passing this message along to anyone you think might be interested. We look forward to you attending this special event in theaters.

Sincerely,

Timothy P. Mahoney  
Director, **Patterns of Evidence: The Moses Controversy**

# *Action Items for* **STEP 4**

## **Step Complete!**

**If you can get 10 people to reserve a ticket within the first ten days you have a 95% chance of your screening event get “Green Lit”!**

## **RELAX**

Now take a break, relax, and we'll see you later for the next steps. And remember, there are a lot of other Movie Captains™ out there cheering you on.

Go to the Patterns of Evidence: Changemaker Facebook page for more ideas and encouragement.



# STEP 5: MOVIE CAPTAIN™ DASHBOARD

## 1. LOG IN TO YOUR MOVIE CAPTAIN™ DASHBOARD.

You can do this by visiting <https://gathr.com/login/>. Type in your username and password. If you have forgotten, please email [support@gathr.us](mailto:support@gathr.us) and we will reset this for you. Please become familiar with everything on this dashboard.

The screenshot displays the Movie Captain™ Dashboard interface. At the top is a navigation bar with links: HOME | HELP | FILMS | UPDATE MY LOCATION | PRINT MY TICKETS | DASHBOARD | LOGOUT. Below this is a 'Your Events' section with two event cards. The first card is for 'Patterns of Evidence: The Exodus', showing a 3% tipped status, a screening on Mon August 12 at 7:30 pm at Southdale 16, 400 Southdale Rd, Minneapolis, MN. The second card is for 'Patterns of Evidence: The Moses Controversy', showing a 4% tipped status, a screening on Mon August 05 at 7:30 pm at Rosedale 14, 850 Rosedale Center, Saint Paul, MN. A 'Tools' dropdown menu is open over the second event card, listing: View Attendee List, Message Attendees/Waitlist, Print Flyer, Gathr Guide, Additional Resources, Fundraiser Request, and Special Requests. Below the events is a 'Purchase History' section with a clock icon and the text 'No purchase history'.

## 2. FILL OUT THE SPECIAL REQUEST FORM.

If you checked off any boxes in the workspace above please fill out a Special Request form. Once we get these requests we will process them in 1-2 days.

## 3. DOWNLOAD THE MARKETING RESOURCES.

The film team has equipped you with social media posts, outreach materials, posters, and more. Please familiarize yourself with these resources and begin to share them on your social platforms!

## 4. JOIN THE PRIVATE MOVIE CAPTAIN™ FACEBOOK GROUP.

By logging on to your dashboard you can access a private Movie Captain™ Facebook group under the 'tools' section. Join the group and start to engage with your fellow PATTERNS OF EVIDENCE: CHANGEMAKER.

*Share your screening event link and ask the community to help you spread the word.*

# Action Items for STEP 5

**Movie Captains™ have engaged on local radio stations, newspapers, blogs, and beyond.** When screening events are promoted by local press you are able to reach an audience beyond your immediate community. Our goal for you is not just to ‘tip’ your screening but to sell it out!

## IDENTIFY 3 LOCAL MEDIA OUTLETS.

Ask family and friends for leads or contacts as well. Once you have those picked out contact the outlet and inform them about your “Premiere Screening Event of [Film Name].” Tell them all the important information (Q&A, fundraiser, etc.).

## PUBLICITY

Through local newspapers and media outlets that might run a story about the upcoming event or make mention of it in the local news. Let them know the web address to where they can get tickets.

- 1.
- 2.
- 3.

Remember, you can download publicity photos for submission to local papers and media outlets to announce your event.

*Here is an example of an article from a community paper.*



The screenshot shows a news article on the Branson News website. The article title is "Faith documentary now playing at Branson Meadows: Producer shares insights on 'Patterns of Evidence: the Exodus' film". The author is Elizabeth Barmier, dated Aug 12, 2016. The article includes a photo of the film's poster and a sidebar with a "Post your" section featuring a shirt advertisement. The article text mentions that the film is playing at Branson Meadows Cinema 11 until Aug 18 and that there are opportunities for the community to see it.

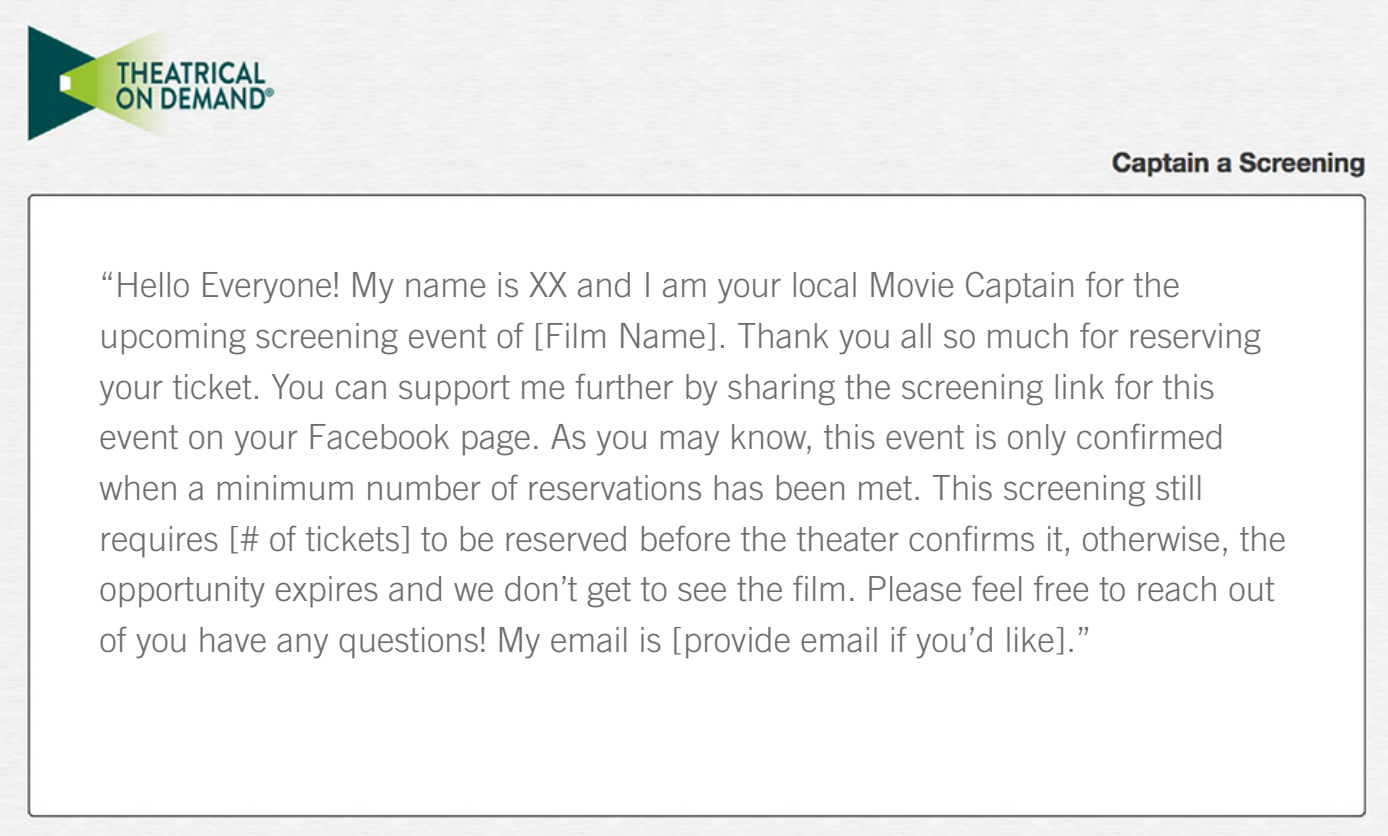


# Action Items for STEP 5

## MESSAGE ATTENDEES THROUGH YOUR DASHBOARD

Login to your Movie Captain™ Dashboard and find the button that says ‘MESSAGE ATTENDEES.’ Those who have already reserved tickets are one of your best resources and support systems!

*Here’s a variation of what you can share with them:*



The screenshot shows a message template from 'THEATRICAL ON DEMAND®'. The header includes the logo on the left and the text 'Captain a Screening' on the right. The main body of the message is enclosed in a large rectangular box and contains the following text:

“Hello Everyone! My name is XX and I am your local Movie Captain for the upcoming screening event of [Film Name]. Thank you all so much for reserving your ticket. You can support me further by sharing the screening link for this event on your Facebook page. As you may know, this event is only confirmed when a minimum number of reservations has been met. This screening still requires [# of tickets] to be reserved before the theater confirms it, otherwise, the opportunity expires and we don’t get to see the film. Please feel free to reach out if you have any questions! My email is [provide email if you’d like].”

# STEP 6: THE GREEN LIGHT

If you're screening hasn't yet "tipped" don't worry, but it should be getting close to the reservation quota by this point! The Green Light means that not only has the required reservation number been met but also that the theater has confirmed the date and time of the screening.

Now it's time to solidify some of your plans for the big night AND follow up with anyone who hasn't purchased their tickets. Because once your screening gets the Green Light the next goal is to get a packed house!

## Why it is important to FILL THE THEATER for your Movie Event.

Putting on a Patterns of Evidence Movie Event is important for your community. You are bringing evidence for the credibility of the Bible, which encourages believers in their own faith and changes the lives of others who do not believe in the truth of biblical events. We have many emails and testimonies of lives changed because of these powerful films. That is one reason why it is important for you to work at getting the theater full and taking advantage of this significant event for your community.

But filling the theater is also very important for the future of Patterns of Evidence films.

When a showing is Green Lit it only covers the cost of the showing for the theater, it doesn't bring in any income for Patterns of Evidence films. It is only when additional tickets are sold over the minimum (Green Lit) amount, that income is received back to Patterns of Evidence. This is how we as filmmakers can continue to make more films about the Bible. Bringing you and your community more amazing evidence that affirms the Bible and encourages faith.



# Action Items for STEP 6

## *Continue to promote...*

We're going to give you a few small ideas for how you can keep the momentum going.

**1. POST A PERSONAL MESSAGE.** For many Movie Captains™ the film they chose has a very personal message. If that is the case for you, we encourage you to share their personal message with your community. Why did you choose this film? And why is it important to you that your community comes together to see it? Share what you're comfortable with on Facebook and at the end, ask people to SUPPORT you by purchasing their ticket today.

**2. LOCAL BUSINESS OUTREACH.** Your local bookstore, favorite cafe. Ask yourself, what are the local businesses that you frequent? It's time to get some flyers printed and post them up in windows or on bulletin boards! Visit your Movie Captain™ Dashboard to see what resources are provided.

### **LOCAL BUSINESSES**

List 4 local businesses you're familiar with that wouldn't mind sharing your screening event with their patrons:

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### **RESERVATION STATUS**

- My screening has the Green Light
- My screening is less than 5 reservations from "tipping"
- My screening is less than 10 reservations from "tipping"
- My screening is halfway to "tipping"\*
- My screening is less than halfway\*
- My screening barely has any reservations

*If your status is one of the last three,  
we want to schedule a 1-on-1 call with you!  
Email us at [gathr@thinkingmanfilms.com](mailto:gathr@thinkingmanfilms.com)*



# STEP 7: VISIT YOUR THEATER

*This section is most useful for those of you who are 3 days out from your screening event.*

*We strongly encourage you to visit your theater 3 days prior to your screening event.*

Most Movie Captains™ are eager to visit their theater a few days before the screening. If you decide to go, we have a little checklist for you.



# Action Items for STEP 7



## 1. ASK FOR THE MANAGER.

Ask to speak to the theater manager. Find out who will be the manager on duty the day/night of YOUR screening event. It will probably be a different person than the person to whom you are speaking now. All you need is their name, and if possible, a contact number.

## 2. CONFIRM THE ARRIVAL OF THE DCP.

The DCP is short for 'Digital Cinema Package' and it's your specific film! When meeting the theater manager we want you to confirm:

- That the DCP is in the theater's possession.
- That the DCP is the film version you chose (ie: Moses Full or Short, Exodus Full or Short)
- That it will be ingested into the theater's server and checked for playback errors and quality controlled (QC'd) before your screening.

If there is a problem with any of the above please alert us at [bookings@gathr.us](mailto:bookings@gathr.us).

## 3. ENVISION YOUR SCREENING!

Where will the tables go with promo material? Do you need a lightbox for your movie poster? Ask the manager!

# STEP SEVEN COMPLETE

You are doing great and it is almost showtime!

# STEP 8: THE NIGHT BEFORE

*We've arrived! It's the night before your screening. Are you excited?! We also have a few tasks for you this evening and then we'll let you know what to expect tomorrow.*



# Action Items for STEP 8

- 1. CHECK IN WITH YOUR GUEST SPEAKERS.** If you have guest speakers lined up for a Q&A confirm that they're all set for tomorrow and that the panel will be 20 minutes long so they should plan accordingly.
- 2. YOUR TICKET HOLDERS ARE YOUR BEST PROMOTERS!** Log in to your Dashboard and find the "Message Attendees" button again.
  - a) Let your audience know you're excited about the screening tomorrow and to show up 15 minutes prior to start time. There will be NO previews.
  - b) Ask your ticket holders to share your screening link on FB one last time! If your screening isn't 'sold out' then tickets will still be available up until the start time
- 3. POST ONE LAST TIME.** You may think you've overshared about your screening event... But we want to encourage you to write one last post. Ask people, 'Got any plans tomorrow night?' Tell them to come out and support you at your first, or maybe second, or maybe fifth Theatrical On Demand® screening event. Let them know that tickets are still available and then share your link.

*continued on next page . . .*



# Action Items for STEP 8

## 4. FIND A PHOTOGRAPHER.

Ask a reliable friend to take pictures of your screening event. Why?

1. If you want to host again in the future you'll have more content to share
2. You can share them with your fellow Movie Captains™ and the filmmakers in the Facebook group
3. We at Patterns of Evidence would love a sneak peek into your night as well.



## 5. GATHER YOUR

**MATERIALS.** Do you have

postcards? Handouts? T-shirts? Or anything else you would like to give the audience as a follow up to the film? Did you request a table? Are you planning on promoting an organization? Are you having a follow-up Bible Study? If so, make sure you have everything ready to go for tomorrow.

**6. PRINT OUT YOUR LIST OF ATTENDEES.** You can print a list of attendees on your Movie Captain™ Dashboard. Bring this list to your theater to check people in as they arrive. If you cannot print the list out, no big deal. Try to bring the list up on your phone! Many people will show up without their tickets. Just use their name to check them in.

***\*\*We can't emphasize enough completing the 8 steps !!!***

## STEP EIGHT COMPLETE

This may seem like a lot of action items, but rest assured, we just want to make sure that you feel prepared so that you can enjoy the screening event alongside your audience.



# STEP 9: THE DAY OF YOUR SCREENING EVENT/MOVIE

1. Arrive at your theater 30-45 minutes before your screening.
2. Check in with the manager on duty and inform them of your Patterns of Evidence / Gathr screening.
3. Do any set up that you need before people arrive, i.e. tables, posters, signs?
4. If you request a microphone for a post-screening Q&A, check if they have one ready for you to use. Remind them you need 20 minutes after the screening.
5. When people arrive, collect their tickets if they have them. If not, use your 'Attendee List' to check people in.

## STEP NINE COMPLETE

Grab a popcorn, sit back and enjoy the show. You've worked hard enough for it.



# STEP 10: THAT'S A WRAP!

## You're done! How did the evening go?

We hope you and your community enjoyed it. Maybe you made new connections or reaffirmed existing ones. We'd also love to see any photos you took. Email them to us at [gathr@thinkingmanfilms.com](mailto:gathr@thinkingmanfilms.com).



# Action Items for STEP 10

## 1. THANK YOUR AUDIENCE.

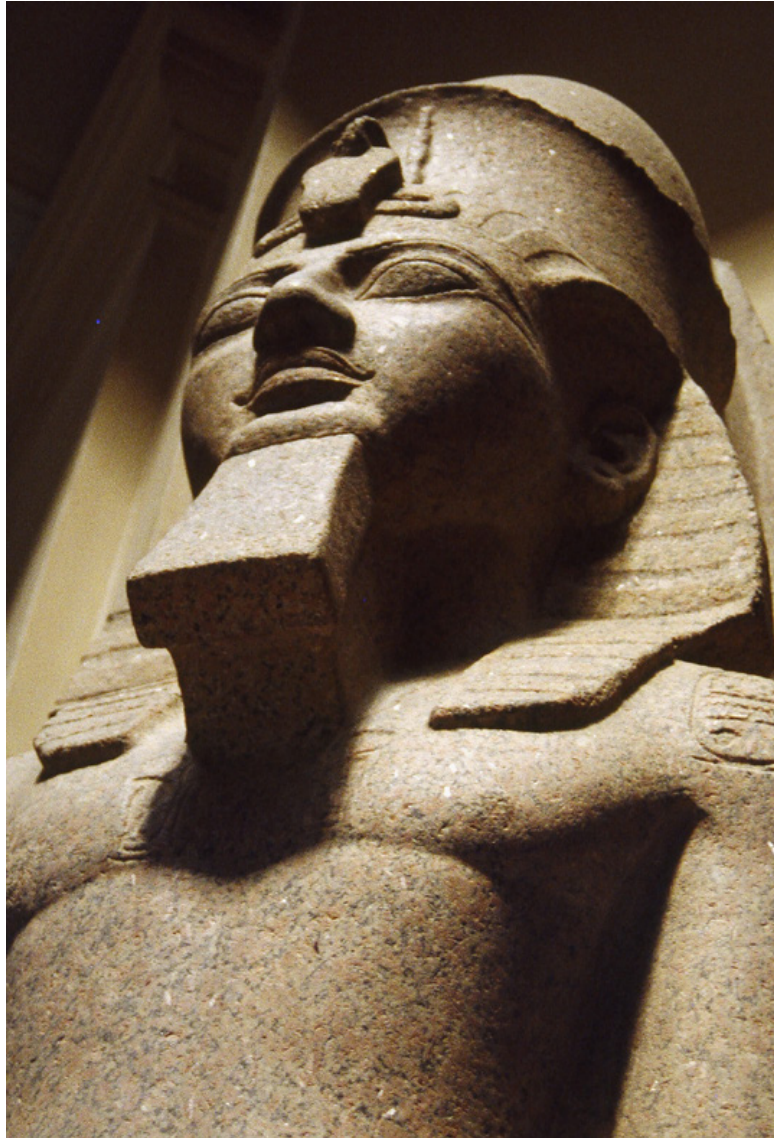
You can message your attendees up to 30 days after your screening event. So if you want to send a quick 'thanks!' then jump into your Dashboard and let them know you're grateful for their support and hope to see them again soon at the next screening event. You may want to mention as well that if anyone wants to host you'll help guide them through the process!

## 2. POST A PIC.

If you or someone else was able to capture a few pictures of the evening, please share them with us at the Patterns of Evidence Changemaker Facebook Group. It motivates us at Patterns of Evidence and helps new Movie Captains™ see what screening events look like, so we'd really appreciate it.

## 3. SHARE YOUR WISDOM.

You have now successfully hosted a Patterns of Evidence Screening Event, powered by Gathr Theatrical On Demand™. There are many other Movie Captains™ who are just beginning their journey or may be interested in hosting but haven't made the leap yet. You can help these individuals out by sharing your wisdom and words of advice in the Patterns of Evidence Changemaker Movie Captain Facebook Group. We may reach out to you as well and ask for more details on your experience so we can make any adjustments and improvements on our end here at Patterns of Evidence and Gathr Theatrical on Demand™.



# *Frequently Asked Questions:*

## **Has my screening tipped? How many tickets are available?**

You can check the status of your screening by clicking the screening link, or by visiting [gathr.com](http://gathr.com), selecting your film, and entering your zip code.

## **Can I request a screening at a theatre that is not on your list?**

We'd be happy to help with that! If you've spoken with your preferred theater and have direct contact, you can have them email our bookings dept. ([bookings@gathr.us](mailto:bookings@gathr.us)).

Alternatively, a much faster approach is to move your screening to any local Regal or AMC theatre, where it'll go live immediately.

## **What happens if the tipping threshold isn't met?**

If the threshold isn't met, then the event is called off. Attendees are notified that the screening is canceled and their credit cards won't be charged. Any credit card holds for tickets reserved will be canceled automatically with no charge to patrons.

## **How many people do I need for the screening to tip?**

We make that calculation for you based on operating costs, the cost of the film rights, and the cost of renting the theatre. Because these numbers aren't always the same, and because we want to make your screening as successful as possible, we make an individual calculation to optimize the success of your screening.

The average range is 50-75 people, though the number can always differ. The best way to check the minimum reserve number is to simply go to your screening link and see how many reservations are still needed.

## **I accidentally picked the wrong date/venue, how can I correct that?**

No problem. If you're the Movie Captain, simply log into your Movie Captain Dashboard and fill out the Special Requests form, we'll review your request and start working on it as soon as possible. Please feel free to reach out if you have any additional questions: +1 (855) 647-0747

## **I am having tech problems with your platform. What should I do?**

If you're having tech issues, make sure to use a computer instead of a smartphone (if you weren't already). The best browsers to access the Gathr website are Google Chrome, Safari, and Firefox in that order. You may also want to clear your cache before continuing.

# *Frequently Asked Questions:*

## CONTINUED

### **How do I find my screening ID number?**

Your screening ID number is the first five digits of your transaction ID. It's also found in the last five digits in your screening link (ex. <https://gathr.us/screening/28165> the screening ID is #28165.)

### **There is another Gathr screening in my city. Can we merge both screenings?**

Yes! We encourage you to have one big screening, rather than two smaller screenings in the same location. However, we cannot automatically migrate the tickets from one screening to another. You will have to cancel one screening, and ask the ticket buyers to purchase a ticket for the other screening.

### **What happens if a tipping threshold is not met?**

If the threshold isn't met, then the event is called off. Ticket holders are notified that the screening is canceled and your credit cards won't be charged. Any credit card holds for tickets reserved will be canceled automatically with no charge to patrons.

### **What is the difference between reserving a ticket and purchasing a ticket?**

When a movie does not have a **GreenLight**, your option is to reserve a ticket by pre-authorizing your credit card. You are just reserving your seat but aren't actually being charged.

When a movie has a **GreenLight**, your ticket purchase will be processed immediately and your reservation will turn into a purchased ticket. An email will be sent to you containing a link to download and print your ticket.

### **What happens if a screening is cancelled after tipping?**

Gathr® reserves the right to cancel a screening for any reason. Very rarely, Gathr® screenings that have a Green Light™ may be canceled due to reasons outside of Gathr®'s control e.g. emergency evacuation, theatre closes etc. Gathr® will inform you of such cancellations and the accommodations we plan on having as soon as possible.

Accommodations may include rescheduling the screening and, alternatively, full refunds if the screening can't be rescheduled or you can't make the new date.



*Lastly, we want to say Thank You.*

*Our platform only works when people like you take the initiative to host a screening event in your local community. We appreciate the time and energy you put into this and hope it was well worth it.*