

DAY OF EVENT INSTRUCTION GUIDE

Organizers, thank you for all of the hard work that you are doing; we are getting exciting updates from events around the country. It's inspiring to see what we will do together to impact President Obama's First 100 Days in office. A key piece of any movement is the knowledge that you are part of something much larger: We encourage you to share your event with other organizers and with the world by documenting it in pictures and video, so we can all celebrate your successes and see the many faces of the climate movement. These images will be compiled and uploaded onto our website for display immediately following the Teach-In on February 5th.

Look below for information on:

- ✓ The Webcast
- ✓ Photos & Videos
- ✓ Discussion Questions
- ✓ Media & Press Releases
- ✓ Video Letters to Congress

This letter will direct you to resources on the website and hopefully answer questions that you have on the technical end.

WEBCAST: The webcast is available for viewing and downloading [HERE](#). Also look [HERE](#) for instructions on downloading and necessary viewing software. The video is large: approximately 350 MB. Please test the video out before viewing.

PHOTOS:

1. Please do not upload your photos to photosharing sites (e.g. Photobucket, Flickr) and then send us links. You are welcome to upload them for your own purposes, but for our site, you must send us jpgs. File size or quality doesn't matter—as long as they are jpgs and are attached to an email.
2. Please send no more than 10 pictures.
3. Provide the following information in the body of the email or as an attached Word document:
 - the name of each photograph (this must correspond to the name of the jpg file),
 - a description of each photograph (this must be the exact text you would like to be displayed; we will copy and paste it into our Flickr account),

- the tags you would like added to each photograph (if you are unfamiliar with tagging photos, a brief explanation is provided [HERE](#)).

Your photos will be added to our Flickr photostream, and will be filed as a separate "set" for your event. A slideshow of your photos will appear on your event page on our website.

VIDEOS:

1. The same applies as for photos: please send us mov (use Quicktime) files—no longer than 10 minutes—with clear instructions regarding:
 - the name,
 - the description, and
 - the tags for your video.

We will upload the video to our YouTube account, and it will stream on your event page on our website. We can't wait to see what you're up to!

DISCUSSION QUESTIONS:

2. We have discussion questions for campus webcast viewings [HERE](#) (scroll down).
3. For Faith Organizations the questions are [HERE](#), courtesy of IPL.
4. We also have general questions for representatives [HERE](#).
5. Questions for the Oregon Climate Dialogues are [HERE](#).

MEDIA & PRESS RELEASES: This last week is a great time to get media for your event. We have a [Media How-To](#) and sample press releases that make media outreach very easy for your community! (These can be found on the [Organizer's page](#)). We'd like to share your media coverage and increase your event's exposure; please forward all press coverage to your state coordinator.

VIDEO LETTER: Once you've finished your video letter and posted it to YouTube, send the link to your Representatives and let them know what you think; be sure to send the link to us, and we'll send it to your Representatives, as well, to make sure your voices are heard. You can see a how-to for uploading videos to YouTube [HERE](#), and watch your national organizers in our video letter [HERE](#).

Again, all technical support questions for Congressional Video-Dialogues should be directed to [Grady O'Shaughnessy](#).

Thanks again for all that you are doing! Please contact your state organizer if you have any questions.

Sincerely,

The National Teach-In Team