



“Passing on a Touch” the set up

The “Touch Away” Project

Coordinator's Handbook



■ What do I have to do?

1. Decide when you would like to screen the final episode – give yourself at least 9 weeks lead-time.
2. Book the hall for the screening, and the equipment required.
3. Assess and choose the twenty ‘most likely’ people to start the “Touch”.
4. Open up document “Passing on a touch” and fill in the date of the screening in the box provided.
5. Print out 20 copies of this document, and attach them to each of the 20 DVD sets.
6. Hand out the 20 DVDs + document to the twenty people you’ve chosen, and then sit back and wait for the magic to happen!

■ What could I also do?

1. Set up a facebook page for people to share their experiences, and for you to push people to ‘pass on the touch’, and to remind them of the final screening.
2. Call/email the first twenty folks after 10 days, and ask them how it’s going, and remind them to pass it on!

“The Touching Event”

public screening of #8

■ What do I have to do?

1. Make sure the room/hall is dark or able to be darkened
2. Make sure you have a proper screen – not a wall – and ideally a large one.
3. Make sure you have a powerful high lumens (at least 1000) projector- ideally acquire/rent a projector specially for large events.
4. Make sure you have strong powerful speakers.
5. Test everything beforehand in the hall!
6. Make sure the discussion guides are copied, and have the Touching Event Powerpoint ready on the computer, in case you don't have enough copies for everyone.
7. Introduce the event, and invite everyone to sit in groups and work through the discussion topics.
8. Screen the episode!



■ What could I also do?

1. Set a poll going in the weeks leading up to the Touching Event, asking people to vote for their ideal ending
2. Prep facilitators to help run the discussions.
3. Lay on a meal before the screening, and use the Touching Placemats – placing them on circular tables for people to refer to while eating.
4. Provide popcorn!
5. Encourage people to arrive in fancy-dress as the characters in the series, or at least have your facilitators do so.
6. Set up a twitter account for the event, and invite everyone to tweet during the evening. Project the tweets during the discussion times, so that everyone can share across the groups. (if you know of other Touching Events happening at the same time – we can let you know – then share a twitter feed...)
7. Get everybody's details when they arrive...
8. Provide coffee after the screening, for people to hang around and talk.
9. At the closing of the event invite everyone to the Salute to Israel Parade, and find out if they'd like to do this kind of thing again with a different series.

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This project is brought to you by JCRC, The Jewish Education Project, and Makom, with the generous support of UJA-Federation of New York