

KOMMUNICATION / DESIGN

- **Newsletter** online 1x per month
Email
- **Stickers / Flyers** – for target audience, spread always, Guerilla Marketing
- **Posters** distribution from July in Berlin and at other KinoKabarets
- enlarge **contact data bank**
- **recommend** with friends, talents, Target Audience, in social networks, cinemas, film schools
- **Website, FB Events, Twitter**
- **invite** for KinoKabaret internationally

GUEST RELATIONS / HOSTING

- **confirm registrations**
- **contact participants from July on**
– by phone and email
- **organize local accommodation** with Berlin resident participants
- **list hosts and their guests**
- **coordinate** accommodation
- **make emergency plans**
- **emit a welcome culture** (happy filmmakers can focus on creation and will probably return)
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MAKE MOVIES (NO-BUDGET)

- KinoBerlin is a **short film initiative** with workshops, festival atmosphere, cinema nights, talent-pool, archive
- **we film** our own trailer as invitation for the KinoKabaret, maybe more shorts
- Brainstorming, screenplay, pre-production, cast, gear, direct, edit, shoot, record sound, act, compose, make up, costumes, set design, sound design, grade, spread
- we produced, screened ca. 1000 shorts

CINEMA SCREENINGS / ARCHIVE

- invite monthly **submissions** – FB event, newsletter, flyer, poster
- **collect film files** (per download from submission form / at the Kabaret)
- create **program** USB 3 hard disk / key -* max 90 minutes (60 min films)
- number files & test playability
- **print 2 play lists** for projectionist
- **deliver films on time** for projection
- **moderate cinema night**, Q & A
- **broaden target audience reach** with great atmosphere
- **archive / distribute shorts**

INTERNATIONAL NETWORKING

- **exchange ideas with 70 other** KinoKabarets world wide via travels
- **establish friendships abroad** and co-create shorts, invite talents
- spread **Kino-Philosophy**
- **improve film quality** with experience, planning, successes, continuity
- **maintain contact** online / facebook
- **update Kino-calendar weekly**
- involve and inform the local and German short **film scene**
- **lure and bind talents, artists**
- **involve film associations**

MANAGEMENT / FINANCING

- **assemble team**
- plan and manage event
- **share responsibility**
- **automate routines**, create rewards
- **apply for cultural funding**
- **contact & ensnare sponsors**
- **improve team spirit** through liberties
- **book film equipment**, transport, inventory, lock in safe room
- **collect receipts** for billing
- **control project development**
- **protect the cash**
- **get food and drink**