

HOW-TO KIT FOR JANUARY 19th

Thank you for joining us on January 19th! The night's event will link you with theaters nationwide in a shared, ongoing commitment to social justice, taking a variety of forms for each institution or individual. While the national event is simultaneous and collective, the particular event is *yours*. And here's the thing: you're theater people – you know how to create an event. This Kit has suggestions and inspirations but the event is really for YOU to make. Be creative. Go deep. Get crazy. The point of this event is to announce we're here, and we are *going* to be here! Our solidarity will be established at 5:30 in each time zone as we simultaneously begin our events, but after that we encourage *diversity*. Which is also, of course, what we *stand for*.

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And one note: This kit is geared towards theaters that will be hosting the event at their own location; if you are a theater that wants to participate at a location other than your own, or to link with other theaters in your area, please contact those theaters directly. If you are an individual without an affiliation, you can join a participating theater in your area, or you could form your own group for the event.

A list of participating theaters is updated regularly on our [website](#). If you want to be listed on our website (hosting or not), please write us at wearetheghostlightproject@gmail.com.

Feel free to contact us if you need additional help connecting with others in your area. We know that in some areas/cities, a larger theater is intentionally “hosting” the event by inviting others to join at their location. For instance, in NYC, there will be a hub theater both Uptown and Downtown as well as a Broadway event in Times Square, and theaters from San Francisco and the Bay Area are working together to organize hub theaters for their area. Stay tuned for more information on these coming your way.

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A BASIC LIST OF WHAT YOU'LL NEED:

AN INVITATION. To your staff, audiences, community partners, schools, local press - anyone you think should be present for this event. It's a chance to stand in solidarity as we look to the future.

LIGHTS. Everyone at the event should have a light source that is OFF when they arrive. At a specific point in the ceremony, you'll ask people to turn on their lights to create one giant blaze (like a collective ghostlight and its beams.)



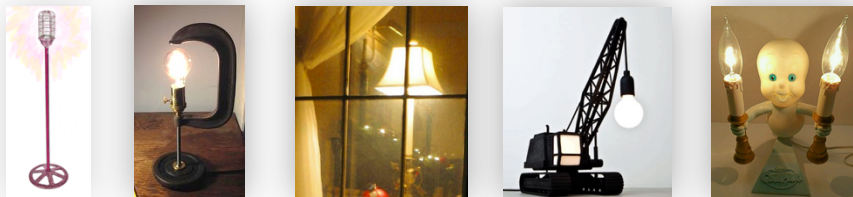
Stick with clear/white light - bring flashlights, lanterns, cell phone lights, whatever people can find or make, for instance:



A COMMITMENT. Every participating theater will make a specific commitment to ongoing action. See our last page for ideas - think about concrete actions you can take in your institution or community in the coming years.

A SCRIPT. We've included one as a guide. Feel free to follow this as closely or loosely as you like.

A 'GHOSTLIGHT' of your choosing; lit during the ceremony and remaining on in a permanent place in your theater.



Beyond that we encourage you to think of this as an artistic event. Music? Dancing? Design? Additional text? Up to you. We've added quotes, songs, and more throughout these pages to help inspire....

"Never doubt that a small group of thoughtful, committed citizens can change the world; indeed, it's the only thing that ever has." - Margaret Mead

"The war of an artist with his society is a lover's war, and he does, at his best, what lovers do, which is to reveal the beloved to himself and, with that revelation, to make freedom real." - James Baldwin

TO DO BEFORE JANUARY 19

FOR EVERYONE TO DO:

- **JOIN OUR MAILING LIST** at theghostlightproject.com to receive updates; click on JOIN US
- **LIST YOUR THEATER** on our website so others can join at your location. Write to us at wearetheghostlightproject@gmail.com to get listed.
- **JOIN** our [Facebook Group](#), and follow us on Twitter [@GhostlightProj](#)
- **SPREAD THE WORD!!!** - in person and through social media. Our hashtags are #GhostlightProject, #AllAreWelcome, #BeALight

FOR GROUPS:

- **Meet** and staff up. Maybe you'll need: an ADMINISTRATIVE COORDINATOR to be in charge of your internal communications and to be in touch with us; an EVENT COORDINATOR to organize January 19th (think producer/director/stage manager); a HOST/MC (individual or group) to lead the event; an OUTREACH COORDINATOR OR TEAM to spread the word far and wide; VOLUNTEERS to help with the crowd and the ceremony on the 19th.
- **DECIDE WHAT ON-GOING ACTION(S) YOUR GROUP WILL COMMIT TO** The centerpiece of the January 19th event is a commitment to further action either/both in your theater (such as a commitment to meet institutional diversity goals) and/or in your community (such as work for a local refugee support organization). Begin discussing now, knowing that you have until January 19th to finalize your commitment and share it with others. (Sample ideas for this commitment are on our last page.)
- **PLAN THE DETAILS OF YOUR CEREMONY** (using our examples or creating your own.) Also consider if you'll need amplification or the [human mic](#) (click link.)

"Injustice anywhere is a threat to justice everywhere. We are caught in an inescapable network of mutuality, tied in a single garment of destiny. Whatever affects one directly, affects all indirectly."
-Martin Luther King Jr.

FOR INDIVIDUALS:

- **THINK ABOUT** what on-going action you'll pledge to on January 19
- **DECIDE WHERE** you want to be on the 19th (a list of participating theaters is on our website.)
- **PLAN WHAT KIND OF LIGHT(S)** you'll bring to the event.

darkness cannot drive out darkness; only light can do that. Hate cannot drive out hate; only LOVE can do that
- DR. MARTIN LUTHER KING, JR. -

"All the darkness in the world cannot extinguish the light of a single candle."
- St. Francis of Assisi

Now is the time to talk about what we are actually talking about.... Now is the time to counter lies with facts, repeatedly and unflinching, while also proclaiming the greater truths: of our equal humanity, of decency, of compassion"
-Chimamanda Ngozi Adichie

DENOUNCING EVIL IS A FAR CRY FROM DOING GOOD - Philip Gourevitch

"The artist's vocation is to send light to the human heart." – George Sand

"The artist must take sides. He must elect to fight for freedom or for slavery. I have made my choice. I had no alternative." - Paul Robeson

TO DO ON JANUARY 19th

Some things to do BEFORE 5:30 P.M. in your time zone:

- Print out copies of our INFO FOR FURTHER ACTION (to be released at a later date) and hand out
- Gather everyone outside your theater with enough time to start exactly at 5:30.
- Start documenting the event for social media. #GhostlightProject, #AllAreWelcome, #BeALight
- Welcome people as they arrive and remind them to keep their lights off until the big moment.
- Give lights to those who don't have them.

AT 5:30PM exactly, start your ceremony.

Below is a sample script you can use or modify. We suggest that the first two paragraphs be spoken more or less in these words but that all else is customizable.

CEREMONY STRUCTURE:

1. WELCOME
2. THE GHOSTLIGHT/LIGHTING OF LIGHTS
3. (OPTIONAL) MOMENT OF PERSONAL PLEDGES
4. YOUR THEATER'S COMMITMENT
5. LIGHTING YOUR BEACON
6. FINALE

HOST



Welcome, everyone, to (*name of theater*) and our launch of The Ghostlight Project. It's now 5:30 and at this exact moment, outside of theaters across our timezone, people have gathered just as we have. Tonight the theatrical community across the country joins in solidarity through our shared commitment to greater inclusion, participation, and compassion in our theaters and our communities.

When our theaters go dark at the end of the night, we turn on a "ghostlight" - offering visibility and safety for all who might enter. This is our theatrical tradition - and our inspiration. Like a ghostlight, the light we create tonight will represent our commitment to safeguard - it will symbolize safe harbor for our values and for any among us who find ourselves targeted because of race, class, religion, country of origin, immigration status, (dis)ability, gender identity, sexual identity or dissident actions in the coming years. And our lights will also symbolize hope - a belief that through our actions change is possible. So now, on my countdown, let's create our own - huge - ghostlight. On the count of three, turn on your lights and beam them out into the darkness. One - two - three! (*Everyone light lights.*)

At this point in the ceremony you could go immediately into your theater's pledge, or you could add something like one of these options:

OPTION A: A moment of silence, by saying something like "We're united in intention to "BE A LIGHT" for the times ahead. But for each of us, this also means something different and personal. So let's now take a moment of silence - for mindfulness and personal reflection on the commitment you are here to make. How will you "be a light?" What action will you commit to?"

OPTION B: An invitation for people to write a personal pledge on a card you'd hand out before the ceremony. You'd say, "Take a few moments to think about an action you'll personally commit to - something doable but meaningful. Write it down on the cards you hold - no names required - and later put it up in our designated area so that everyone can read all responses." Be sure to specify where/how people should hang their card.

HOST cont'



I'm here tonight as a representative of *(name of theater)*, and now I'd like to share with you the commitment our theater is going to make. *(Name of theater)* pledges from this night forward to *(description of your commitment, however broad or detailed you choose)*.

To honor this commitment and to share our light for others to see, we've chosen this single light (hold up or point out light) which will remain lit in *(insert where the light will be, e.g. "in our lobby", "in that window up there," etc.)* for *(insert amount of time it will remain lit, e.g. "four years," "until no longer necessary," etc.)* If you could help me now by directing your lights at this one Pledge Light (everyone shines their light), we'll turn it on to be, and remain, our theater's beacon – a promise and a reminder to "BE A LIGHT" as we forge ahead.

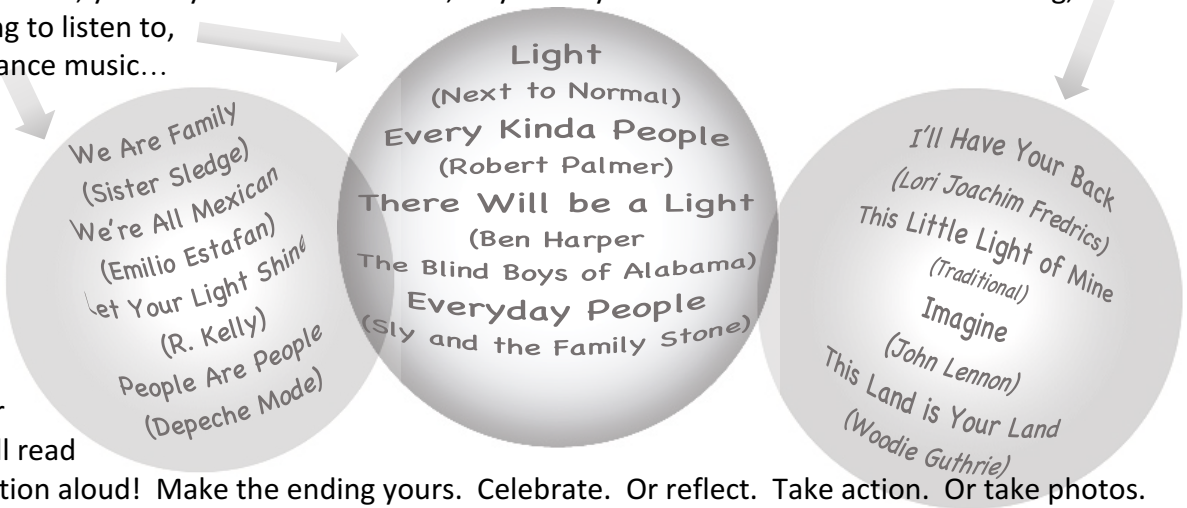
(The Host or others light the Pledge Light. During this: re-iterate your pledge? Ask people to join in song? Another countdown for your light?)

Thank you, everyone, for being here tonight– and for being part of our wonderful community. And now....

To end your event, you may choose to disband, or you may choose to lead the crowd in a song, or play a song to listen to, or turn on dance music...

Or split into break out groups. One theater has told us they'll be going into their theater where they'll read

the Constitution aloud! Make the ending yours. Celebrate. Or reflect. Take action. Or take photos. Connect. Feed people. Pray. Party. The choice is yours.



TO DO AFTER JANUARY 19th

ONGOING ACTIONS

The event on January 19th marks an initiation for some theaters and individuals, and marks another step

for others with a long history of fighting for social justice and equity. As participants have varied backgrounds, resources, and capacities, so too is it up to each institution and individual to determine what ongoing action will best serve their institution and community.

The Ghostlight Project will be a resource for theaters, arts communities, and individuals to identify and create meaningful action steps, or to continue in the social justice work already underway. There will be more information coming and on our website in the [RESOURCES](#) section but to get you started, here are some suggestions to serve as inspiration:

INSTITUTIONS:

Pledge that you want to be a place of diversity and inclusion.

Acknowledge if this hasn't historically been true.

Listen to the communities and organizations you want to support. What are their concerns and needs?

- Build (or strengthen) a one-on-one relationship with a single social justice organization to whom you can devote time, human resources, and resource resources. Start by scheduling meetings with organizations your theater has interfaced with through outreach and education programs. What are *their* needs within the current landscape? Re-envision what true partnership and collaboration might look like together, and empower them to lead the conversation.
- Connect with social justice and POC-focused theaters to amplify and magnify collective efforts.
- Set benchmarks/be knowledgeable about the demographics of your board, staff, and audiences. Get a demographic breakdown of your city and set a goal that in X years, you will match it.
- Offer space for meetings, events, fundraisers, and trainings to social justice organizations.
- Host community meals for staff, community members, and neighbors to build connections.
- Connect with institutions in your neighborhood. Visit the mosque down the street every week. Visit the LGBTQIA club at the nearest high school and empower them to tell their stories.

INDIVIDUALS:

- Rally a team of actors, staff, and artists to make monthly donations to organizations supporting people within vulnerable communities.
- Create a volunteer team of colleagues and fellow artists to do a monthly "Service Monday."
- Become an expert on a topic, state, or key issue vulnerable in the next six months. Be a resource hub for that issue, sharing your knowledge and expertise with others to become more informed.
- Make daily or weekly calls to local and state representatives regarding issues important to you.
- Create a fellow artist phone tree to call elected officials.
- Connect people with organizations and nonprofits supporting various issues. Become a resource for sharing and disseminating information.

We can begin by doing small things
at the local level, like planting community gardens
or looking out for our neighbors.
That is how change takes place in living systems,
not from above but from within, from many local
actions occurring simultaneously.

- Grace Lee Boggs

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THANK YOU AGAIN FOR JOINING US. AND AS ALWAYS, MORE TO COME...