

MITCHELL MUSTANGS



MOVIE NIGHT CHAIRPERSON WALKTHROUGH

Thank you for taking on the role of Movie Night Chairperson! Below you will find a walkthrough for procedures and recommendations to help it run smoothly.

1. **Dates:** Movie Night dates are set with the annual PTO calendar. If you have not received dates please request the PTO President schedule dates with the Principal as soon as possible.
2. **Budget:** Your total budget for Movie Nights has been set as part of the annual budget approval for the year in advance. You should receive confirmation of the budget limits for this event as a separate sheet included in this packet. If you do not, please reach out to the PTO treasurer and request your budget amount.
3. **Movie Selection:** Select a movie and clear it with the Matt Hilton (Principal). Please be mindful of the content and age appropriate nature of the selection. commonsensedia.org is a great resource for checking content, age recommendations, language, etc.
4. **Advertising:** Please create and/or work with the Secretary/back pack mail chairperson to create a flyer for back pack mail as well as for posting at school. In addition please write a blurb and send it along to the Principal to be added to weekly emails in the weeks before the event.
5. **Volunteers:** Volunteers will be needed for selling Concessions, set up, and clean up. Please create a sign up genius, or verify that the volunteer coordinator has created one for each Movie night. You will need someone for the following areas.
 1. Food service: Pizza will need 2 volunteers. It is VERY important that we have two separate individuals handling pizza. One for cheese and one for Pepperoni. Please remember to NEVER handle both types of pizza with the same gloved hand. Other snacks/drinks: 1-2 volunteers.
 2. Ticket sales: 1-2 people.
 3. Set up/Clean up: 1-2 people to help with each time.
6. **Concessions:** In the past have sold pizza, popcorn, juice boxes, water, fruit snacks, chips or fresh fruit. (Please refer to the Purchasing Guidelines packet for

how to make purchased on behalf of the PTO.) What you serve is ultimately up to you but here's some tips/guidelines:

1. **Check our stock:** Please work with the President/Vice President to verify what food/service items we have in stock vs. what may need to be purchased for your event. Please inquire at least two weeks prior to your event.
2. **Pizza:** Pizza is one of two items that we always serve at movie night. In years past, we have ordered from Marco's Pizza. In years past they have provided the PTO with special pricing. Please place your order 4-5 days in advance and ask for plates and napkins. We recommend ordering twice as many cheese pizzas as pepperoni. (16 cheese to 8 pepperoni) Please check with the Vice President for additional guidance on how many pizzas to order.
3. **Drinks:** We typically go through 2 cases of water, and 2-3 cases of Juice boxes per movie night event. Please check inventory before purchase.
4. **POPCORN:** Gordon's Food Service has big bags of popcorn for sale, if you purchase these you can pre-bag the popcorn the afternoon of the event. Alternately, the Cinemark theatre on Carpenter Road will donate popcorn for at least one event per year but you must ask at least two weeks in advance and follow up, they have multiple managers and sometimes it gets lost in the shuffle. Popcorn bags are located in the supply closet, please check our inventory before additional purchase. They are available for purchase at GFS.
7. **Raffle:** Some movie nights have had a raffle. Please check with the Fundraising Chairperson to inquire if they would like to offer one.
8. **Cash Box:** Please check with the Treasurer at least one week prior to your event to confirm they are able to prepare a cash box and you can arrange management of the box and the square readers for both drop off and pick up.
9. **Tickets/Pricing: Admission to see the movie is free. Tickets sales are for food purchase/raffle ticket sales only.** Please be mindful of expense vs sales price when purchasing your items. Please consult with the President/Treasurer about pricing options. Typically each item is \$1 with the occasional exception of small bags of dummies which are 50¢. So if you price tickets at 2 for \$1 it gives you some flexibility.

10. **Signage:** Please prepare clearly marked price lists for the sales table. Our most commonly spoken languages among Mitchell Families are English, Spanish, and Arabic.

11. Set Up:

1. The night before, please place drinks in the fridge to chill
2. Prior to the event, please bag popcorn. (This can happen in the morning or the afternoon on the day). People come in fast and when we bag as we serve the line gets very backed up.
3. After school: (generally about an hour or so before the event)
 1. Set up tables: You'll need 4-5. One for ticket sales, and 3-4 for food/drinks.
 2. Set out plates, napkins, food items, and drinks.
 3. Post signage about prices.
 4. Prepare tickets for the sales table.
 5. Work with Mr. Hilton to set up the projector, screen, and audio.
 6. Set up chairs in the back of the room for parents.

12. **Clean up:** Please return all leftover food/drinks to the storage tubs/storage closet, return tables to storage room, throw out trash, take down signage, count down the cash box with 2 individuals and return it to the treasurer according to previously established arrangements.