

## **ONCE YOU HAVE BOOKED:**

### **Checklist:**

*Below is a list of some things that you might want to think about. Not everything may apply: this is an optional list.*

**Port-o-potty**

**Pay license fee if required**

**Make sure all lights surrounding the movie screen will be turned off**

**Letter to neighbors or nearby areas to let them know when your event will start and end**

**Prepare any announcements that you might want to make before the movie such as thanking your sponsors or housekeeping information. (No pets, bathrooms etc.)**

**Do you need security?**

**Water sprinklers turned off?**

**Optional indoor rain location if desired**

**Spray surrounding area with bug spray prior to movie**

**Chairs and blankets (maybe a few extra for those who forgot to bring their own)**

### ***Helpful Hints:***

**Need posters to advertise your event: Check out Ricks Movie Graphics  
National Screen Service**

**Communicate with as many members of your group to get the word out; i.e. handing out flyers and e-mailing everyone on your list.**

**Use school newspapers, radio stations, stairways, and sidewalks. Place sign at location well in advance announcing movie night.**

**Reinforce your event by word of mouth and e-mails the day before. Have committee members and friends standing by to get the word out.**

**Don't print too much information on posters and flyers or e-mails. Larger flyers are better. Give a hotline number for more information.**

**Divide your workload set deadlines and FOLLOW UP with committee members.**