

Sweeney PTO Movie Night Procedures

Previous movie night movies: Despicable Me, Rio, Rio 2, Big Hero 6.

- Pick a movie- The shorter the better. At about the one hour mark the kids all start to get pretty restless.
- Secure the gym by submitting a facility reservation form with the district for the designated evening. Things to include on the form would be additional time before and after for cleanup. If the movie is from 7-9 (or 6:30 – 8:30) reserve the space from 6-10 (you get my drift ;). Add that popcorn, water, and movie theater style candy will be at the event. Write in the needs such as a coat rack (or 2), tables (we used : 1 for candy, 1 for water and popcorn, 1 for the drawing, and one in the hallway to sell discounted saber gear (which I will explain later). Also how many garbage cans and recycle bins you'll need. And one set of chairs. You'll have a copy of the confirmed facility reservation which you can give the custodians and the office just to be triple sure everyone knows it's coming.
- Alert the after school YMCA program leader to your event date and let them know when you will be in the gym, because they utilize that space and will make other plans to be out of there for your night.
- Start a dialog with the library contact (Ms. Bohn?) to secure the laptop and the projector. About a week before your event set up a time to meet with the library person so they can teach you how to use the equipment with plenty of time to work out any kinks.
- Contact the gym teachers and let them know what night the event is and ask if you can use the mats to cover the floor for the event. You will also want to meet them the night of the event and do a dry run with the lap top/ projector/ speaker system to make sure it works. Which you may do earlier the night of the event. As in right after school is out that day so they aren't required to hang out for hours after their day is over.
- About a week before the event (maybe while you're there for the library/ tech mtg), swing by the custodian staff and confirm they know your night is coming. Assure them you will set up and break down. Also, tell them you will have large signs stating no shoes are allowed in the gym (in case of inclement weather), and other signs in the gym stating no popcorn is allowed in the halls. They worry about both quite a bit. ;)
- Contact Ms. Moffit. She's the keeper of the speaker and microphone you will need.
- Contact the principle and see if she's available to be there for the very beginning of the event to welcome the children, make announcements, and do the drawings. The kids seemed to love that she was there last year. If she can't, you could always do it yourself.
- Make a flyer. On the flyer include, other than the what, when, and where, things like: this is a free family event, candy a dollar, water 50 cents, this is not a drop off event and parents need to stay for the duration, and that discounted Saber gear will be available. Remind on form to bring blanket, pillow, and wear pj's. Find the school Spanish guru and have them translate it so you have two versions to distribute. Include contact information for committee chair on flyer. If there's room add that you'll have door prizes (if you decide to have that feature).
- Contact the Saber gear rep (Becky Weber?) and tell her the night and ask if she can staff and sell the gear out in the hallway before and during the movie.

- The movie will be shown on the east wall of the gym. The equipment will be about 5-7 feet from the east wall where it is plugged in. Tape down the cords. Block that area off with a make shift chair barrier because kids WILL run in that space and could trip on the cords and hurt themselves and the equipment.
- Start calling all movie theaters and see if they will donate popped popcorn for your event. Last year (it was tough!) but we got Marcus Theater in Shakopee to donate popped popcorn. Their criterion to donate was that they needed to send a couple staffers to bag and distribute the popcorn. This was a huge bonus! The staffers brought bags and scoops and helped with the bagging. They also sent the mascot to welcome the kids. Huge score, but I called the dude and begged like 5 times before he caved. Each popped bag nets 100 small bags. To be safe make sure the PTO has its own bags, and line up volunteer's b-4 hand. Pre bag or at least put it into food safe bags from the kitchen (at least 1 hour/100 bags plus clean up). You can use the empty milk crates you will find in the cafeteria for storage of your bagged popcorn. Just remember to clean them and return them to exactly where you got them as part of your clean up after the event.
- Check how many kids we have at school...get count from office. This will tell you how many flyers you need of each language. Do it a few weeks before your event to allow for duplication and distribution into the red folders.
- If you have time you could make signs for the hallways at school as a reminder for upcoming movie night. Or just tape up extra flyers you may have around the common areas of the school. You will need to take them all down after the event is over so don't put them too deep into the school because you may have limited access to those areas the evening of the event.
- Make signs BIG signs for no shoes in gym and no popcorn outside of gym. No outside food or drink allowed. Bring tape to hang them, and a sharpie and blank paper just in case you think of a new sign on the spot. Make smaller signs for the shirts, drawing and candy/ water/ popcorn tables. Also cut little drawing slips and bring working pens so they can sign up (kids only, but any kids, not just Sweeney) and a bucket to put the completed drawing slips in. Only one winner/family.
- You can get the YMCA kids the night of the event to help you put all the mats out. They like to help and its hard work alone.
- Hop on Amazon, or get crafty in the community for donations, and select a few door prizes. Include the actual movie DVD you are using that night in the drawing. Just let the winner know to find you at the end and you'll give them the DVD. Door Prizes: KIDS ONLY and one winner/family. Examples of prizes in the past:
 - \$10 theater pass (donated)
 - \$10 theater pass (donated)
 - Made 2 of these: Bowl with 2 candy boxes, micro popcorn and a \$5 Charlie and Choc Fact movie from the \$5 bin at Walmart...from budget
 - 2 DVD's (cost \$30).....from budget
 - Books...I got 6 books total...from budget
 - Action figures, puzzles, and varying reading level books and activity books that match the movie.
 - 2-\$10 theater gift cards to Marcus theater in town

- 2 Rio DVD's and 4 coloring books and about 8 hard/soft covered Rio books (got all from Amazon) about \$100 spent on these.
- Averaged about 150 boxes of candy sold. Always got 200 Just to be safe. I recommend getting them all at Walmart. Never pay more than a dollar. The sale of them is a wash, and you make up the tax by selling the water. Walmart will also take unopened returns.
- Sold 100 bottles of water. (3/36 ct cases). Got them cheap at Sams or Costco. May consider a 4th because you could always pass leftovers on to the end of the year event chair person. Sell for .50/each.
- You'll need volunteers to sell candy, sell water, watch the prizes at the drawing table, and bag and distribute popcorn. We used a sharpie on hands to show who got them (1 per person)...then leftovers on table and people just took it. The baggers should come an hour before. The rest can come about 15 minutes before the "doors open" just to acclimate. The only person who lasts the duration (if you don't have a spouse or older child who can sit there) is the candy table. They end up selling water and candy throughout. The popcorn is kind of a free for all after everyone gets one. You could also walk it around about midway just to get rid of it.
- The following are based on what sold and did NOT sell...this is the suggested buy list:
SIMPLIFY...if you want, take the lower numbers, and get that many of another higher number candy... Don't over think it. Get what Walmart has and what you think will sell. This is merely a guideline.
 - 5 sugar babies
 - 5 dots
 - 10 bottle caps
 - 5 twizzlers bites
 - 15 life saver gummies
 - 15 sour skittles
 - 15 skittles
 - 10 recess pieces
 - 10 regular mike and Ike
 - 10 mike and ike tropical or other flavor
 - 10 m&m peanut
 - 15 plain m&m
 - 15 sour patch kids
 - 10 jr mints
 - 10 Swedish fish
 - 15 jolly rancher gummies
 - 5 hot tamales
 - 5 milk duds
 - 5 whoppers
 - 5 tropical skittles
- **Have the emcee (principle) make an announcement that parents should keep track of their kids...no running up and down hallway, not gathering in bathroom. Please keep track of them. And Pick up own garbage!**

- Would Suggest doing door prizes at the beginning... Too much commotion at the end of the night.
- Cash box: \$50 ones...\$10 quarters...\$50 fives.
- I had someone posted down the hall at the bathrooms because kids will play in there and hang out all over the hallways. If you're posted there they realize you recognize them from the last 15 trips they made to the bathroom, and that you will get them out of the bathroom if they are in there forever.
- The brooms are located in the cafeteria. I suggest sweeping all of the mats before picking them up and restacking them where they came from. Then sweep the entire gym. Restack the chairs. Break down the tables. All of this will endear you to the custodians who are the key to future successful events. Also, if for any reason you get anything from the kitchen, make sure it is flawless before you leave. They are not ones you would like upset with you (I learned that the hard way ;). Bring the custodians left over popcorn. This makes the happy.
- In preparation for the event you will go over the allotted budget because of the candy. That always made me a bit nervous. The overage is temporary because you will recoup the money the night of the event and if there is an easily explained overage you will be reimbursed anyway. The PTO will not leave you with the bill, and in the 4 years I chaired the event it never happened to me. I just wanted you to know you'll be into the event for a while, but it will all come back to you in the end.

FLYER PROCEDURE AND DEADLINES

You will need FOUR WEEKS. Staff will be just coming back from winter break. Be aware of days central duplicating or school may be closed. Central Dup needs two full days to complete a work order; drop off/pick up at Sweeney occurs once a day in the morning.

Thursday 1/5/17

Email the text in MS Word (not a pdf) to Spanish Liason for translating, please allow at least 1 week to complete

Thursday 1 week later 1/12/17

Spanish Translation Complete

Friday 1/13 (NOTE: Monday no school, so Central Duplicating and Dar may need extra time)

complete the Work Order Form for Central Duplicating for both English and Spanish versions

Wednesday 1/18/17

copies delivered to Sweeney for Dar to sort

Monday 1/23/17

in Red Folder 2 weeks prior to event (2/10/17 – CONFIRM DATE WITH PTO)

AFTER THE EVENT:

- Volunteers: remember to keep track of your volunteer time and email it to Julee Gessinger (jgessing@shakopee.k12.mn.us) or log in your time on Sweeney's website under Parents/Students, Volunteer Opportunities, then click Help Counter (<http://www.shakopee.k12.mn.us/domain/196>). Chairperson may want to bring a simple form to the event for volunteers to jot down their names, email and time.
- Expenses: as soon as possible give all expenses to the PTO Treasurer for reimbursement.

We know our volunteers are responsible and respectful, but please be sure to return additional equipment (dollies, tables, chairs, etc.) to the custodian on duty and keep Sweeney as clean as possible. The custodian can direct you to the trash and cardboard recycling bins.

Thank you for volunteering through the PTO! Volunteers make our projects happen.

Please contact me with any questions. Leah Porth 2015 Chairperson, 952-905-9262.
Leluport3121@gmail.com.