

# Willow Grove Event Form: Movie Night

Please update sections I-V of this form and submit it to the PTO board 1-2 weeks after your event. Request the Event Form via email for easy editing then, submit to the co-presidents via email (.doc format).

A PTO Executive Board Member has been assigned to be your Mentor. Please contact them at any time. Have fun and THANK YOU on behalf of all the parents, educators, and students at Country Meadows!

## I. BASIC INFORMATION -

Name of event: Movie Night Date(s): Usually Winter Start/End Time(s): 6-7:30 PM  
 Location: Willow Grove Gym Estimated # of attendees: 200 kids  
 Description: Annual family event with focus of showing a movie, serve movie themed food items, and supervise students throughout event.

## II. PLAN AND KEY DATES -

Action required	Person Responsible	Time Line
1. Meet to delegate committee chair roles. Contact PTO Board Mentor to confirm date, time, and budget.  <u>Committee Chair Roles include:</u> <i>Movie Committee Chair:</i> Purchase movie, confirm and request copy of district movie license, speak with IT to coordinate projector and screen for night of event, oversee event layout  <i>Raffle Committee Chair:</i> Solicit donations for raffle, pass out raffle tickets the night of the event, supervise raffle ticket drawings  <i>Volunteer &amp; Food Committee Chair:</i> Coordinate and supervise all parent volunteers. Solicit popcorn and water bottle donations.  <i>Red Carpet/Publicity Committee Chair:</i> Create flyer for event. Create festive decorations the night of the event, post posters in school hallway to promote event, create "Red Carpet" photo opportunity.	All Chairperson	14 weeks before each event
2. Solicit donations (small individual bags of <b>Skinny Popcorn</b> , water bottles, raffle prizes) for night of event. Families will often donate popcorn and water bottles to help keep the event FREE.  Confirm movie license is up to date to show films at the school. Contact the District 96 Technology Director (Lucas Cowden lcowden@kcsd96.org). Choose a rated G movie appropriate for kindergarteners. Seek movie choice approval from PTO and Principal.  Confirm with school IT staff the date of event, screen and projector availability, and request technical assistance that evening.	Movie & Raffle Committee Chairs	12 weeks prior
3. Purchase movie for night of event and make sure it works on a DVD player.	Movie Committee Chair	6 weeks in advance of each event

# Willow Grove Event Form: Movie Night

<p>4. Provide event flyer to PTO Co-Presidents with request to promote via PTO blog and Facebook.</p>	<p>Red Carpet/ Publicity Committee Chair</p>	<p>5-6 weeks prior to event</p>
<p>Start designing "Red Carpet" and decorations for student photo opportunities.</p>		
<p>5. Request volunteer list from PTO Co-Presidents.</p>	<p>Volunteer Committee Chair</p>	<p>4-5 weeks before event</p>
<p>Request the PTO Co-Presidents post a parent volunteer sign-up opportunity in the PTO blog, Membership Toolkit and/or Facebook.</p>		
<p>6. Coordinate parent volunteers and place into specific roles for the night. Sample Roles include:</p>	<p>Volunteer Committee Chair</p>	<p>1-3 weeks before event</p>
<ul style="list-style-type: none"> <li>• Popcorn and Water Bottle Distribution</li> <li>• Student Supervisors</li> <li>• Set Up and Clean Up</li> <li>• Raffle Ticket Supervisor</li> <li>• Red Carpet Photographer</li> </ul>		
<p>Email volunteers to notify them of their job roles.</p>		
<p>7. Purchase supplies as needed and post postures to promote event in school.</p>	<p>Food and Volunteer Committee Chair</p>	<p>1-2 weeks before event</p>
<p>If you still need donation items, begin purchasing the following:</p> <ul style="list-style-type: none"> <li>▪ Individual Skinny Popcorn Bags</li> <li>▪ SMALL water bottles</li> </ul>		
<p>11. Provide event layout to school secretary.</p>	<p>Movie Committee Chair</p>	<p>1-2 weeks before event</p>
<p>12. Create Avery #5160 address labels with promotional information. Confirm with school the amount of students.</p>	<p>Red Carpet/ Publicity Committee Chair</p>	<p>1 week before</p>
<p>Give stickers to the school secretary to put on the kids the day of the event (if district approves).</p>		
<p>13. Arrive at school to set up 2 hours prior to event.</p>	<p>All Chairperson</p>	<p>Day of Event</p>
<p>Set up "Red Carpet," decorations, food tables, screen, projector, and raffle table.</p>		
<p>Clean up after the event. (Help custodians as often there is A LOT of popcorn on the floor!)</p>		
<p>15. Turn in event report with comments for next year. Submit electronic version (.doc) to PTO co-presidents.</p>	<p>All Chairperson</p>	<p>DUE 2 weeks after event</p>

# Willow Grove Event Form: Movie Night

## III. EQUIPMENT AND DONATIONS REQUIRED -

Equipment Description	Qty	Comments/Donated By
1. Tables & 24 chairs	1 Table	Table for popcorn bag and water bottle distribution; chairs for parents to sit
2. Computer and Projector	1	Request from school IT
3. Projector Screen	1	Use screen in gym

## IV. VOLUNTEERS -

### Volunteers:

1-2 Volunteers: Popcorn Bag Distribution

1-2 Volunteers: Water Bottle Distribution

1-2 Volunteers: Photographer at "Red Carpet" to take pictures

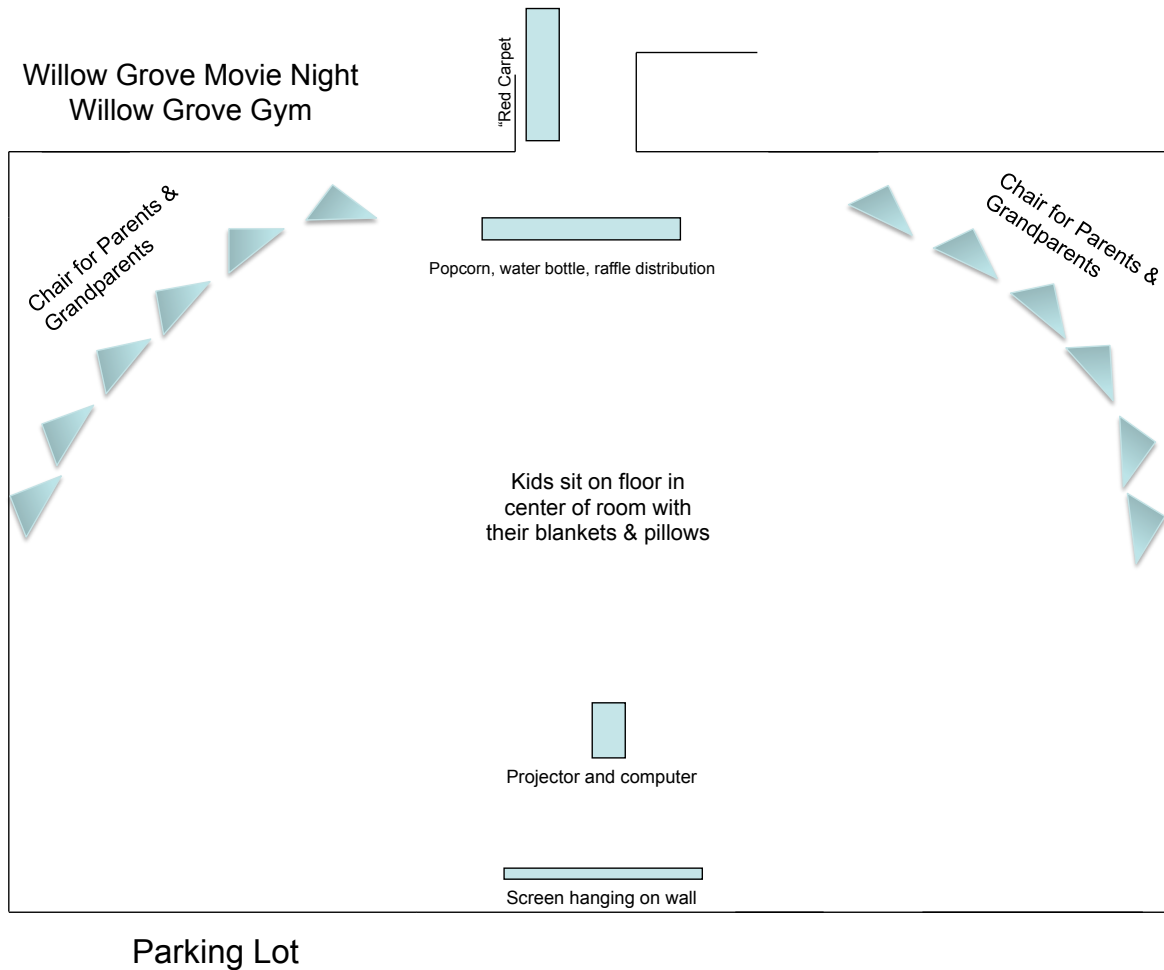
## V. EXPENSES -

Description	Amount
Water Bottles	Donated
Skinny Individual Popcorn Bags	Donated
Movie	Donated
Movie License Fee	District Owned
Raffle Prizes (Basket with candy and DVD movie)	Donated
Total	\$0

*(Continued on next page)*

# Willow Grove Event Form: Movie Night

## VI. SAMPLE EVENT LAYOUT



## VII. EVENT RECAP -

### General Notes:

Title 17 of the United States Code says that it is illegal to show a movie in any public venue, including churches, clubs, camps and schools\* without a movie license. Even inadvertent infringers are subject to significant penalties (as much as \$150,000 per exhibition — see Section 506) for doing a public showing without a proper movie license.

Movie Night is an annual event where students of Willow Grove students and families are invited to watch a movie, enjoy popcorn, and be surrounded by friends.

The event is NOT a drop off event, with parents required to stay the entire event to supervise their children.

An age appropriate (G rated) movie is selected by the committee for each movie night. Note: NOT ALLOWED: blankets, sleeping bags, or pillows . No cloth seat cushions permitted.

Upon check in, each attendee receives a free bag of popcorn, small water bottle, and raffle ticket. At the end of the movie, we raffle off prizes. We usually raffle off several dollar store type items, two \$10 theater gift cards (Regal Cinema or AMC Theaters) and a grand prize basket that includes popcorn, theater candy boxes, a \$10 theater gift

# Willow Grove Event Form: Movie Night

card and the feature movie.

## Special Considerations/Allergies:

Pre-packaged popcorn allows food nutritional labels to be readily available. We encourage using Skinny Popcorn (sold at Target, Sam's Club, Costco) since it is dairy and nut free.

Should parents prefer to bring their own allergen free-popcorn, please allow this so no students are excluded. However, please make it clear that popcorn cannot include additional additives (i.e., peanuts, M&M's, chocolate, etc).

Of note, it is discouraged to use juice drinks as this requires more clean up if someone spills.

## Sample Flyer:

Join us for our first annual free  
**Willow Grove**  
**Family Movie Night!**

Featuring



Disney PIXAR  
**FINDING NEMO**

Wear your pajamas and bring your favorite blanket!  
Raffle Prizes!



**Date:** Monday, January 25, 2016  
**Time:** 6-7:30 PM  
**Where:** Willow Grove Gym



Donations of small water bottles and Skinny Brand Popcorn requested to be handed out at the event to all students and family members.

Questions or Donations?  
Contact Lindley Caldwell at (847) 566-2075 Lindley.Caldwell@gmail.com

**\*No school Tuesday. Parents must stay the entire event.**

## Movie License Information:

The PTO must obtain a license on its own. School-specific movie licenses can be obtained from the Motion Picture Licensing Company (MPLC) at <http://www.mplc.org/page/dayschool> or from Movie Licensing USA at <http://k12.movlic.com/>. Each company licenses different studios, so the movie you present will determine which company to purchase a license from. For more info, contact the D96 Community Parent Liaison: 847.459.4260.

## General PTO Information

### Food Service Guidelines

The school requires that all volunteers wear:

- Hairnets or baseball caps
- Gloves
- Long hair is pulled back from the face and secured in a ponytail.

These requirements apply even when food being distributed is wrapped in individual portions.

Cell phone use is permitted ONLY in the building designated areas. Gloves must be replaced after cell phone use.

Any volunteer unwilling to comply fully with these requirements will not be permitted to distribute food and may be requested by the PTO chairperson and/or the building administrator to leave the school campus promptly.

It is VERY important to follow these guidelines as you never know when the Lake County Health Department may show up for an inspection.

### Food Allergy Awareness

We have children with life-threatening food allergies. Kildeer School District 96 continues to see an increase in students with life-threatening food allergies. Policy was adopted December 2010 for a Food Allergy Management Program along with guidelines. Become aware of the D96 guidelines prior to event planning.

### **AVOIDANCE IS THE KEY TO PREVENTING A REACTION!**

PTO's can help prevent food-allergic reactions by educating their membership. Be aware of special precautions at Country Meadows and communicate concerns to the Principal. **Volunteers should ALWAYS check with the school nurse or principal if a food-allergic student asks if a food is safe.**

If you would like to be considerate of these children when planning your event, please refer to the following link to identify District 96 pre-approved snacks (which include dessert-like items).

<http://www.kcsd96.org/shared-content-temp-default/documents/D96safesnacklistREV012114.pdf>

### **Directory Information Use**

The District 96 Telephone Directory and parent contact information is published solely for the convenience of parents, staff, and students in District 96. No District 96 employee, PTO member or representative, or parent is permitted to distribute a copy or copies of the directory and volunteer lists to outside interests, including business or charitable organizations. The Directory and information contained therein is not used for solicitation or for commercial use for any purpose.

Email addresses may not be used for list or individual "cold call" solicitations.

### **Financial Reimbursement**

Please review the attached "Financial Procedure" form for information on how to request reimbursement for event expenses. Any budget expectations must be approved by the PTO board BEFORE the expense is incurred in order to receive reimbursement.

# Willow Grove Event Form: Movie Night

## **Event Communications**

Please feel free to contact the PTO Secretary to publicize your event in the PTO Newsletter, PTO Webpage, School Sign, Facebook, and/or Principal Message. Be sure to notify the PTO Secretary 1-2 weeks prior to you wanting it published with a specific start date. This will allow time for the secretary to include it in the next PTO newsletter.

## **PTO Closet**

The PTO closet is space donated by the school to store our supplies. Each committee is welcome to use the supplies in that closet.

Please be considerate and put all supplies away neatly into their appropriate plastic bins. Please also make sure the room looks tidy with lights turned off prior to locking the door. If there are any concerns regarding the PTO closet, please notify one of the co-presidents.