

Movie Night

TIME & DATE: On a Saturday Night mid November in Term 4.

Activities start at 5pm and movie screens at 7:30

VENUE: The Subiaco Primary School Oval

ORGANISED BY: Pre Primary Parents

The P&C Event Coordinator will advise the date at the start of Term 1. The P&C Event Coordinator will book and pay for the movie screen through Rural Cinema.

USEFUL TEMPLATES: [Volunteer Roster Template](#), [Sales Reconciliation Template](#), [Electrical Site Plan Example](#)

OVERVIEW

The movie night is held on the school oval and involves picking a movie and if you wish organizing some pre movie entertainment and food options. The movie night activities typically start at 5pm with movie screened at 7:30pm depending on when the sun sets.

MAIN TASKS

1. Contact Rural Cinema to pick your movie as well as arrange the arrival time and set up for the movie screen on the day. In previous years the movie screen was set up outside the demountable classroom on the oval and plugged into the power points there. It can be placed anywhere on the oval where power is accessible. The Event Coordinator can let you know where all the power points are. Rural also brings their PA system so there is no need to use the schools. The Event Coordinator will provide contact details for Rural Cinema.

2. Organise Entertainment and Activities:

You will need to decide what kinds of activities and entertainment if any, you would like to include on the movie night. Previously we have had bouncy castles, games etc. **It is not compulsory to include any of these.**

3. Organise Food & Drinks:

Decide what kind of food and drinks you would like to provide at the movie night. We have in previous years had sausage sizzles, food trucks, hampers, popcorn, fairy floss and lolly bags. It is not required to have all or any of these, this is your movie night, so have fun planning all the elements.

If you do decide to have a sausage sizzle, please liaise with Deb Padley as she usually likes to provide some South African sausages.

Alcohol is not **sold** at the movie night, as this is a kid's event.

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4. Contact Subiaco Council to submit an application for permission to hold the movie night and maximum numbers allowed. You will need to include an [Electrical Site Plan](#) (an example can be found at the top of this page), engineering reports and insurance details for any amusements you may have such as a bouncy castle, and details of any commercial vendors you may use. A council member will arrange with you to visit the school just before the movie night starts to check the screen, any amusements, food stalls etc. **You will also be required to give them a certificate signed off by an electrician for any electricity that is set up. For example lighting, screen, amusements. Please arrange for an Electrician to visit the site and sign off any equipment.**

5. Advertise the event by designing and putting up posters around the school and email our Library Officer Joanne at Joanne.Dumaresq@education.wa.edu.au for both the school newsletter and school news feed.

6. Design and sell tickets before and after school, usually outside the main building. You can also sell tickets online via the school website. Contact Lisa Barneveld at barneveld.lisa@gmail.com for online ticket sales. Tickets are usually priced at \$10 and children under 3 are free.

7. Organise volunteers from your classes to help with planning, ticket sales and on the night. You may wish to use the [Volunteer Roster Template](#) at the top of this page.

8. Speak with Allison Swan at the front office to obtain keys to unlock the toilets, electrical boxes, gates, and if applicable the demountable and kitchen contact the School Registrar Allison Swan Allison.Swan@education.wa.edu.au

Please remember to lock everything back up and any alarms are turned back on at the end of the event. If accessing the pool area for the school BBQs or power ensure THE POOL GATE IS LOCKED AT ALL TIMES.

Remember to organize with Allison to make sure the school sprinklers are switched off on the Saturday of the movie night.

9. Letter Box drop

As a courtesy previous movie night organisers have done a letterbox drop to the surrounding homes closest to the school oval advising them that a movie night will be taking place. The Event Coordinator can provide you with an example letter.

10. Follow the P&C Fundraising Guidelines. Please see the excerpts relevant to the movie night below:

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Invoices and Expenses

All invoices from suppliers must be marked clearly with the event name. For invoices received via email, the event name should be included in the email sent to the Event Coordinator.

For expenses greater than \$500, including those that need to be paid during the event planning process (e.g. hiring of equipment such as bouncy castles, DJ) email to the Event Coordinator who will approve the payment. After approval, the Event Coordinator will then forward on to bookkeeper for payment.

Banking of Takings

Cash Takings (including cheques)

Count and bag cash takings and place in a calico bag in the school safe. Plastic cash bags and calico bag are located near the safe. (The P&C safe is located in the P&C cupboard in the supplies room in the lower hall). When counting cash takings please follow the instructions on the plastic bank bags (For example 20c coins are put into a bag in \$10 lots so if there are \$20 worth of 20c coins, there will be 2 bags of 20c coins each with \$10 in them). Try to avoid taking cash home. If this is not possible, for example if it is a night event and the school safe is not accessible, use appropriate precautions to handle the cash safely. Advise a second person on the amount being taken home and return the cash to the school safe at the next possible time.

Actual takings (income) from the event need to be split into CASH and EFTPOS using the Banking Templates.

*For all cash (and cheque) takings, a **BANKING DEPOSIT FORM** must be completed and placed in the calico bag with the cash in the safe. This form is attached and you will also find this form in the P&C Tray in the supply room in the lower hall. The banking of the takings from fundraising events will only done by the treasurer. Nominate one parent volunteer to handle the cash and this person will be given the safe code from the Event Coordinator. This safe code must not be shared and will be changed after every event.*

EFTPOS Takings

Credit or debit card takings are credited directly to the P&C bank account on the day of the transaction.

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*To facilitate reconciliation of the EFTPOS takings, an **EFTPOS ADVICE FORM** must be completed. This form is available on the School Website on the P&C Event page with the Banking Deposit form and you will also find this form in the P&C Tray in the supply room in the lower hall. This can be included in the calico bag with any cash taken on that day. EFTPOS receipts, as well a daily settlement receipt must be attached to the EFTPOS Advice Form. The settlement amount should agree to the total of the EFTPOS receipts for that day and be recorded on the EFTPOS Advice Form.*

Claiming a Reimbursement for Expenses Incurred

*If parents wish to claim back any expenses incurred during their fundraising activities the **REIMBURSEMENT REQUEST FORM** must be used. The form must be correctly filled in and a scanned or photographed copy of the receipt must be attached. Email both to the Event Coordinator. Hard copies of the form and receipts will not be accepted. A confirmation email will be sent when the reimbursement has been made.*

Floats

*If cash floats are needed for your event there is a locked cash tin located in the safe. There will be \$500 of notes and change in the float at all times. If you require different denominations please arrange yourself to swap what is in the float for the denominations you need. There are clear plastic containers with lids in the tray in the P&C cupboard you are welcome to use as cash tins. At the end of your event please ensure there is \$500 in the float returned in the denominations listed on the inside lid of the float tin. Please do not take cash from the float to reimburse yourself or others for expenses. Please use the **REIMBURSEMENT REQUEST FORM** and you will be reimbursed into your nominated bank account.*

After the Movie Night please email the Event Coordinator a simple budget outlining the sales and any expenses. A budget template is available on the School Website on the P&C Event page and can also be emailed to you by the Event Coordinator.