

## Movie Night

Saturday 18<sup>th</sup> November 2017

Event run by Pre Primary Parents

### Authors

Sarah Bardsley, Terri Reid, Sue Stepatschuk

Updated by Federica Battaglia

### Mobile Cinema

Rural Cinemas (Chris Kay 08 9727 1950)

[www.ruralcinema.com.au](http://www.ruralcinema.com.au)

Booked for Saturday 18<sup>th</sup> November 2017

No deposit paid as yet but date held. The Event Coordinator will pay the deposit and finalise payment with Rural Cinema

## Time/Date

Date booked for Saturday 18th November 2017, activities from 5pm, film starting at 7.30pm or sundown.

## Venue

School Oval

## Cost to Parents

Keep the entry fee reasonable i.e. \$10 per person. Usually children under 3 are free.

## Catering

**BYO picnic dinner.** Make this clear on the ticket.

The view of a few people (who have organised the event in the past) was that people should just BYO picnic rather than doing food which will make it easier for organising. It has been found that unless you got all the sausages/buns donated it is not worth doing a sausage sizzle. The same applies to selling wine/ beer. There have not been a lot of people who bought wine/beer as they usually bring their own from home. It is also a lot of work to get the liquor license.

Things worked sold well in the past are- glow sticks, small family Cadbury blocks, lolly bags, pop corn, fairy floss.

Hampers have also been pre sold and available for pick up at the school on the night at past movie nights. These were organised via Deli Devine in Subiaco.

## Pre Movie Entertainment

Pre-movie entertainment that has been popular are clam shells filled with magnetic fish (fishing game), brown paper bags filled with goodies and sold for \$2 a bag (lucky dip)

Bouncy castles are a great idea, and good old fashion fetes items like ten pin bowling with coconuts, coits etc- anything that's pretty simple and doesn't need too much organising.

## Raffle

There haven't been raffles at all of the past movie night events and when they have it has turned out to be more of an inconvenience. Therefore it is not necessary to run a raffle in conjunction with the movie night. Also might be worthwhile bypassing other contests such as a jelly bean count.

## Emergency Procedures

See Appendix 1 You will need to nominate members from the committee and add their details

## Movie Night (cont.)

### Electrical Signoff

The council needs us to get an electrician to sign off on all electrics for the movie night.

In the past we have used Hiddlestone Electrical. They did the signoff and we offered them 2 tickets FOC. They did ask for more but I advised them we had to limit the FOC tickets as it was a fundraising event. They met me at the school at 3pm and checked the electrical sockets, queried generators, inspected switchboard and electrical cords that the volunteers had taped down. They then did an official signoff for the council on paperwork that we had sourced from the council. Will probably be happy to do it again but ensure they are at the school early to leave enough time for the inspection. There is no obligation to use Hiddlestone Electrical again. From this year they will be charging for the electrical sign offs.

Power was supplied from the demountable classroom on the oval, the pool area and the power box on the oval located near the two pre primary classes and the tennis courts.

Need to check lighting on the night for people to leave

### Council Approval

Paperwork is available from the Subiaco council.

### PR Information

Save the date flyer went in the school newsletter first (as we hadn't worked out what we were doing yet)

- We put posters around the school and key business areas around Subi
- Sponsorship proposal went out to key businesses in Subi (Only applicable if seeking donations)
- Once sponsors agreed we sent them a 'thank you letter' to let them know what they were getting and a bit about the night. For larger sponsors we issued them with some free tickets (Applicable if donations have been received)
- Printed the 'movie invite for school bags' which we took to each class room and asked the teachers to hand out
- Tickets were a ¼ A4 size of the poster and included the ticket # at the bottom
- After the event we hand delivered a Thank you letter to each sponsor (Dentist-final is one of the versions) + a Certificate of Appreciation and a copy of an article that we arranged to be in the Subi Post (Also advertised in the Subi Post but in hindsight we wouldn't choose to do this again. It was costly, the quality of the ad design wasn't great and it was a sell-out without it.)
- A letter drop to inform the neighbours about the movie night

#### Example Letter drop

Dear Neighbour,

Subiaco Primary School will be hosting an end-of-year Community Movie Night on the school oval between 5:00pm and 9pm this Saturday 28th November 2015.

We do not anticipate there will be a problem with noise. However, if you do experience excessive noise, please contact us immediately on (insert one of the movie night committee member's mobile number) so we can fix it.

## Movie Night (cont.)

### SPONSORSHIP PROPOSAL

## FAMILY MOVIE NIGHT

Activity	Subiaco Primary School Fundraising
Date	Saturday 13 <sup>th</sup> November 2010
Estimated attendees	400
Location	Subiaco Primary School, school oval
Time	5.00pm pre movie activities, 7.00pm movie screening
Tickets	\$15 inc pre movie entertainment (dancing & music), glow stick & movie

Subiaco Primary School was built in 1897 and currently has over 500 children enrolled from Kindergarten through to Year 7. The community of Subiaco has a wide variety of socio-economic backgrounds and family structures and holds an extremely strong sense of ownership and pride towards the school.

Fundraising is an integral part of funding learning programs and enhancing the development of the school grounds and on site facilities, hence we would very much appreciate your support in our fundraising endeavours for the annual Family Movie Night.

Items	Platinum	Gold	Silver
Logo featured on tickets			
Banner displays on the evening (supply own)			
Logo featured on posters advertising the event			
Logo featured on the BIG SCREEN before the movie			
PA announcements promoting your business and support of the event			
Business cards/flyers displayed at the information desk on the night			
Investment	\$1,000	\$500	\$250

If you wish to be part of this great event by supporting the school and promote your business to hundreds of Subiaco families please contact:

Kristen Carter  
 Subiaco Primary School – Movie Night Fundraising Committee Member  
 Mb:  
 Email:



## Subiaco Primary School P & C Association

Subiaco Primary School  
Bagot Rd  
Subiaco WA 6008



Mr Justin Float  
Rokeby Dental Surgery  
Rokeby Road  
Subiaco WA 6008

Dear Justin

Thank you once again for your generous sponsorship of the 2010 Subiaco Primary School Movie Night. The show bags have been an especially big talking point at school. The event was a great success and a sell out with nearly 550 tickets sold.

The funds raised will go towards installation of air conditioning in the new class rooms that were constructed this year. We were also delighted to make a contribution to the Salvation Army by donating surplus food products.

In recognition of your support I confirm that you received the following promotion;

1. Business name was featured in the Subiaco Post Advertisement (copy enclosed)
2. Business logo displayed on the back of all tickets and posters displayed
3. Business logo featured on the big screen on the night of the movie
4. Verbal acknowledgement by our MC prior to the movie screening
5. Promotional material displayed at the entrance desk on the night.

I have enclosed a Certificate of Appreciation to formally acknowledge your support.

Once again thank you for helping make this event a success and a great night out for our community.

Yours sincerely

Terri Reid



OUR BEST... | for our children's BEST

# EMERGENCY RESPONSE PERSONNEL

APPENDIX 1

Chief Warden	Name	Mobile Number	Assembly – Barking Ghecko
Committee Member	Name	Mobile Number	Assembly- Barking Ghecko
Committee Member	Name	Mobile Number	Assembly – Barking Ghecko
Committee Member	Name	Mobile Number	Assembly – Clock Tower
Committee Member	Name	Mobile Number	Assembly – Clock Tower
Committee Member	Name	Mobile Number	Assembly – Clock Tower
First Aid Officer	Name	Mobile Number	
First Aid Officer	Name	Mobile Number	





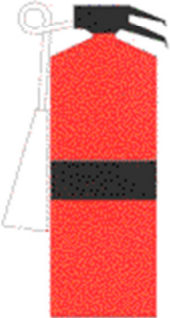
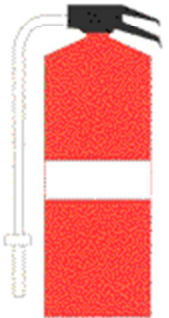

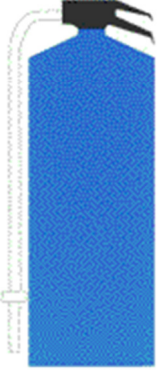
## EMERGENCY EVACUATION

1. Ring the Chief Warden and provide details
2. Advise other committee members phone/text
3. Telephone **Wembley Police on 9214 7100**
4. Stay calm
5. When evacuation is to proceed direct attendees to exits; one committee member manning exit point , one manning the Assembly Area, one maintaining visual contact with the group until Chief Warden & Police take over
  - Give clear directions to go to specific assembly point
  - Assist others as directed
6. Do not move from the assembly point until authorised by the Chief Warden/Police
7. Under no circumstances is anyone to re-enter the oval/school until the position is declared safe by the relevant external authority or Chief Warden

A

## IN THE EVENT OF FIRE

1. Ring the Chief Warden and provide details
2. Telephone **Daglish Fire Station on 9381 1222** if required, state the exact location and details of the fire
3. Advise all committee members by phone/text
4. Stay calm **DO NOT shout FIRE**
5. Chief Warden to announce to crowd or relevant people that an evacuation needs to occur immediately
6. Direct attendees to exits as per evacuation procedure
7. Try to extinguish the fire with the correct equipment (fire extinguisher or fire blanket), but do not take unnecessary risks

Type of Sign:				
Type of Extinguisher:	<b>CARBON DIOXIDE</b> 	<b>POWDER</b> 	<b>WATER</b> 	<b>FOAM</b> 
Colour Code	Red body  BLACK band	Red body  WHITE band	Red body  RED band	Blue body or Red body BLUE band
For use on:	For flammable liquid, electrical, oil, grease, all other.	For chemical, flammable liquid, electrical, gases.	For paper, wood and solids. Extinguished by cooling.	For flammable liquid, oil and grease.
Not for use on:		Electronics	Flammable liquids or electrical	Electrical

--	--	--	--	--

## IN THE EVENT OF AN INJURY

1. Assess if the First Aid contact needs to be notified, if not request or locate First Aid Kit and assist with administering help required.

**If first aid officer required**

2. Call First Aid contacts and advise of who has been injured, what has happened, where you are located.  
*First Aid Officer, Member Name & Mobile Number, First Aid Officer Member Name & Mobile Number*
2. Request First Aid kit to be delivered to location call committee member to deliver
3. Advise Chief Warden
4. Call Ambulance if required 1300 656 322

### First Aid Kits Located

*BBQ Area –small kit*

*Bouncy Castle Area – small kit*

*Kitchen - Main First Aid Kit*

## IN THE EVENT OF STEALING

1. Note and report suspicious persons to Chief Warden
2. If confronted, obey intruders' instructions
3. Observe carefully; articles touched, physical details & attire and any points which, may aid description including mannerisms, physical features, weapon, clothing, direction intruder leaves
4. Record information for police
5. Ring *Wembley Police on 9214 7100*

## LOCATION OF ASSEMBLY POINTS

**Assembly Point 1** Council Gardens near the clock tower  
Access from Hamersley Rd exit

**Assembly Point 2** Barking Ghecko Theatre in front of building on Hamersley Rd

Access from side oval near tennis courts

