**Family Social - Movie Night Plan**

One Month Before Event:

* Set date
* Fill out facilities request form with Ms. Lindsay
* Create flier
* Contact webmaster to publicize in SGCC eNews and on website
* Contact Mr. Hoxie and ask if you can borrow his popcorn machine (if not come up with alternative)
* Determine what movie will be shown - include on fliers
* Determine location - auditorium or quad (pay attention to when it gets dark; will folks need blankets to sit on?)
* Determine if pizza or other food will be provided for free or sold

3 Weeks Before Event:

* Send flier to Ms. Lindsay for inclusion in Eagle Flier until event
* Create posters and hang at school (3 usually work: pick up line, corner, back gate)
* Put fliers up around school and on SGCC bulletin board
* Copy flier and send home in student's folders
* Send list of needs to Volunteer Coordinator so she can send out a Jooners request for help:
	+ set up (4 people)
	+ clean up (4 people)
	+ during event help (4 people) (more if selling food)

2 Days Before Event:

* Meet with Mr. Hoxie to coordinate facility logistics (including projectors, screen options, and table/chair needs) and popcorn machine logistics
* Determine how food will be handled; need cash box if selling food and signage for food sales
* Set up and test projector method

Day of Event:

* Set up food distribution site & signage (if needed)
* Set up projector and projector screen and test
* Set up laptop/dvd player for movie