

Outdoor Movie Night Chair Guide

Purpose:

PVPTA kicks off the school year with an event that brings families and students together. YOU ARE IMPORTANT! This event gives the students opportunities to play outside of school hours and solidifies their social bonds, which give them both enthusiasm for going to school and a support network when they are at school. Connecting parents helps them to also have a support network.

June

- Board adopts PVPTA calendar

August

- ~~Consult with the officers/board on a movie selection-~~
SUPER MARIO 2023
 - ~~Movie Rights Company:~~ <https://www.swank.com/>
 - ~~Secure screen for date and rain date from~~ <https://www.funflicks.com/>
- Every event needs Facilities Use Request form With District and that principal has blocked off dates on calendar. **Request that president completes this.**
- Create flyer and send to schools for approval. Flyer should be distributed the first week of school. [HOW TO PUT OUT A FLYER](#)
- Create volunteer sign up (include link on flyer): using ptpleasantvalley Sign Up Genius
 - Need shifts of 4 people for ½ hour shifts to sell snacks (2) and glow items (2)
- Other communication to request from President/Communications Chair
 - Facebook event
 - Social media posts
 - MemberHub email
 - SchoolMessenger Email

September

- Make a wish list from BJs for snacks (candy is popular, also include some more healthy options like clemetines, teddy grahams etc) and share screenshots with ptpleasantvalley@gmail.com

- Make a wish list from Amazon for: The DVD of the movie being shown! Glow Items to sell at the event, paper bags to hold popcorn, any other goods discussed by the committee. Verify whether we have supplies from prior events: popcorn scoopers. Email the wishlist to ptapleasantvalley@gmail.com
 - Purchases should be approved by president or an officer assigned to oversee chairperson
 - Purchases should be within the budgeted expenses for the event.
- Contact Hyde Park Movie theater for popcorn purchase. 3 bags @ \$30 each.
- Once approved, create purchase request for items using this form. PTA has amazon and BJs accounts and can place digital orders for delivery/pick up. <https://forms.gle/VSGbhadbGEXvM2aF6>
- This is also where you would request reimbursement for any items you pay out of pocket for: <https://forms.gle/VSGbhadbGEXvM2aF6>

Day Before Event

- Confirm volunteers via email
- Request treasurer get cash at the bank for change
 - There should be two separate cash boxes for:
 - Glow sales table
 - Snacks sales table
 - Use [Event Cash Tracking Form](#) (1 sheet per cash box)

Event Day

- Set up sales table
- Greet volunteers and show them their assigned tables, answer questions
- Assure cash from event is secure
- Assure screen company has electric and knows where to set up
- Enjoy the movie!
- Assure cash box monies are counted at the end of the night by two people and funds are given to President or Treasurer.

Event schedule

5:30 pm Setup
 6 pm Guests arrive, free play, picnic
 7 pm movie start
 8:30 clean up