

Movies under the Stars Community Partner Application

Due to our success we have more Community Partners asking to be involved with Movies Under the Stars than we have movie nights requiring us to move to an application and selection process. We have 6 or 7 nights available this year.

Each week a **Community Partner** is given the opportunity to use the **Movies under the Stars** venue to make the community aware of your organization and as a fundraiser in return for their assistance that evening to run the event.

The Community Partner is required to:

- Provide 7-10 volunteers from **6:00pm – Midnight**
- Required to plan and run 4-5 games/activities for children and families during the preshow that will be free of charge. Suggested activities might include simple games, fun races, activity tables (playdough; lego; colouring; crafts), clowns, face painting, fish pond, demonstrations, etc.). You can also run raffles, silent auctions, etc. for a charge or put out a donation jar. No food/drink/BBQ sales allowed.
***NOTE:** If face painting is one of your activities we suggest that you have at least 6-8 people painting and to make it something simple that be done rather quickly as we have 300+ children and the lines for 1 or 2 stations can get very long with disappointed children being turned away when the movie starts.*
- Your organization will promote the event to your clients/membership to increase attendance that evening...remember the more people there spending money means a bigger share of the concession stand revenue for your group.

Outline of the Evening's Timeline and Duties:

Preshow Show from 6:00pm till Movie starts at dusk - Setup at 6:00pm with concession open and games/activities starting at 7:00pm

- 4 strong persons are required to assist with putting the screen up. Once screen is up these volunteers can move onto other jobs
- 3 volunteers to assist on the cotton candy, popcorn and hot dog cart at the concession stand
- Your organization sets up and runs 4-5 games/activities using your volunteers with activities ready to start at 7:00pm. Number of volunteers needed will depend on the games and activities you are running

During the Movie

- Your organization takes down your activities
- Volunteers then come over to concession stand to help with clean up and putting concession equipment into trailer

After Movie is over

- Volunteers continue to help with take down and moving equipment into trailer
- Pick up of garbage around area
- 4 strong persons are required to assist with putting the screen down and into trailer (it is very heavy)

Volunteers must be on site at 6:00 p.m. till end of evening ready to assist TSF

In return TSF will include your organization in all advertising for the evening's show (posters, brochures, website), introduction and information about your organization by the emcee and the ability to set up an information display and other signage on site. Your organization will also receive **.50 cents from every \$1.00 spent at the concession stand that evening – usually between \$200 - \$500 depending on weather, movie, etc.** This will be calculated and cheque will be ready for pick up to the organization by the following Monday.

TSF reserves the right to reduce the share of the concession to .25¢ per \$1.00 if the Community Partner does not supply enough volunteers, does not provide the required children's activities or does not have at least 5 volunteers on site at the end of the night.

Sorry but if your evening has to be cancelled due to rain/weather the movie night will not be rescheduled - **NO RAIN DATES**. The decision to cancel will be made between 3:00pm – 4:00pm.

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Community Partner: _____ Contact Person: _____

Phone Number: _____ Email: _____

Website: _____

What kind of Pre-show activities are you planning?

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____

How many volunteers will you have on site from 6:00pm – midnight (or till everything is packed up)?

How will you get the word out to your clients/membership about this event?

Were you a Community Partner in 2011/2012/2013/2014/2015/2016? ___ No ___ Yes

If yes please circle the years.

By submitting this application you understand and agree to what is required of your organization on Movie Night (volunteers, children's activities and time commitment) and that your share of the concession will be reduced if not fulfilled.

Signature _____

Date: _____

Please fax (613-283-4574) or mail application to Together Smiths Falls before May 15th, 2017.

The selection process will take place in late May and the community partners chosen will be contacted and notified the date of your Movie Night shortly thereafter

Thank you for your interest in Movies Under the Stars.