



AFHB Ciné-Club Organiser (Draft copy)

1. Make a poster and put your details on the bottom. This needs to be done before it goes out as you will need to take bookings. In subsequent months, just replace the picture and info about the past movie with the coming month's movie. You will find the information and pictures for movies on the internet. You need to organise the poster the week after the previous month's movie so it can be circulated to committee members for them to check details and so the webmaster can put the information up on our website and the secretary can distribute to members as well. All this takes time. Send a word and PDF version to the secretary as some people cannot open word.

2. I have also attached the booking form you will need to record bookings. Ensure an email with the poster is sent out at least 2 weeks prior to the movie then each week after that. We also found it very successful if over the last weekend and on the Monday of the movie the email with poster was sent out as well. Many book at the last minute.

3. The movie is held every second Monday of the month. You will need to develop another 10-12 months of movies. You need to do this with Louisa at the Globe as she will be able to tell you which movies they have a license to show and that she can get a hold of. James may also be able to help here. Also other committee members may give you ideas for movies as will other members but you must check with Louisa if she can play the movies at the Globe. I have found it much less stressful if you plan several months ahead rather than doing it month to month. Again, every month I just use the previous month's booking list as a template and change details. I have been keeping copies (electronic) of the posters and booking lists.

4. On the night of the movie, you need to be at the Globe at 6pm. The members start coming then. Take the booking list and a copy of the latest membership list to check if movie goers are members or non-members. It is \$10 for members and \$15 for non-members. I find people are usually very honest but sometimes they cannot remember if they are a paid up member or not. Most people arrive closer to 6.30pm so don't panic if only a few have turned up by 6.15pm. Julie has a float of \$30 in \$5 notes so you can get this off her. Try to discourage people from bringing \$50 notes.

5. The theatre seats 45 persons. Some people will just turn up but most book. You either bank the takings or have the President / Treasurer to bank if you can't easily get to a TSB Bank. Besides it is good practice to give another committee member the opportunity to check the money with the number of people on the booking form. It keeps everything above board.