

"Recipe" (Job Description) for Movie Night Coordinator

1. Choose film; personal favorite or suggestion from anyone--ask around. Documentaries or commercial films equally acceptable, but try to keep length to two hours or under.

2. Write brief description of film

3. Prepare announcement to be included in e-notes and CAS. Include

film title

description

place (Fireplace Room)

time (6:30 pm for dinner; film at 7)

availability of pizza and salad for dinner

request for donation to cover cost--only for those who arrive for dinner. No cost for just viewing the film.

RSVP to coordinator or office

If you feel ambitious, you can prepare a flyer and make an announcement during church services. Recruit someone to announce at the service you don't attend.

4. Contact church office to

- put date on calendar -- first Friday of the month, beginning in October (This has already been done through July 2007)

- put announcement in e-notes and CAS

- have Kevin move TV into Fireplace Room (or check with John Sack about setting up projector for use with big screen)

5. Pick up the film

6.Pick up the pizza, salad, and drinks. At your discretion substitute a different meal and add dessert. (We want to keep things simple!)

7. Pass basket for donations to reimburse host for food

8. Set up tables and chairs, put out napkins, plates, flatware, cups, etc.

9.Close partition between parish hall and fireplace room. Leave the door to the Parish Hall open if you expect latecomers.

10: Show the movie, have a discussion afterwards if there is interest. Put the lights on in the hallway to the restrooms so people can find them in the dark.

11. Clean up and lock doors.