How to host a Movie Night at home

A movie night is a great way to bring people together – after all who doesn't like watching a movie with friends?

They do take a bit of planning so it's best to grab a few friends, classmates or colleagues, make a list and then divide and conquer. **TIP:** Use people's strengths – if someone has good design skills, assign them to make some posters. Someone great at math – assign them to the budget.

GIVE YOURSELF ENOUGH TIME

Planning may take a while so make sure you give yourself plenty of time to:

- Choose a movie – sounds easy but sometimes it can be the hardest thing!
- Decide on your minimum and maximum numbers (of people to attend). Deciding this in advance will help determine if this can be something you will do at home, at Uni or in the office or at your local cinema
- Promote the event. Sending out an invite the week before your date, will probably mean you don't get enough people on the night, so you should start promoting the event at least 6 weeks before it's going to happen.
- Hire any equipment. This could include a projector, a venue. **TIP**: Locking in those details before you send an invite is always a good idea. It is better that you change a date before you've started promoting so that there isn't any confusion!

WORK OUT YOUR BUDGET

Hosting the event at home means you don't have to worry about some of the costs associated with hiring a venue. However there are some costs to consider which include:

- Hire of a projector (if this is what you're going to use)
- Snacks – will you offer popcorn and an ice cream? Maybe consider including this in the ticket price

We've also included a budget template that can help with your planning. This will also help you work out how much you should charge for tickets and whether your budget is too high.

WILL YOU NEED TO PROVIDE EQUIPMENT?

- Will you need a projector or will you use your TV/DVD player. A projector can be great if you want to create an alfresco experience and hold a movie outside or in a large space.
  - o Do you have a projector readily available? (this can be from your work, or perhaps your parent's/friends/your workplace)
  - o If not, there are projectors available for hire. Simply Google '[Projectors for rent](#)' and you'll find some in your area
- What about where you're projecting the movie? A large white sheet will usually do, but do you have this and a place/way to hang it?
- Do you have enough seating for everyone? Or will you have to tell them to bring their own?
  - o You can also use cushions, pillows or beanbags for seating.
- Will you need speakers?

PROMOTING YOUR EVENT

For an in-home event, we recommend using Facebook to manage your invitations. This will allow you to quickly keep track of who is able to attend and send out group messages when you have information to share. It will also send reminders to people that haven't RSVP'd. If you don't have Facebook, personal invites can be the way to go. Simply include an email address so people can RSVP and go from there! Be sure to include important details like:

- The movie
- The date
- The time
- The venue
- Ticket price and what's included (donation amount you are asking for).

A fun thing to do is also create your own movie ticket to give your friends and family a total movie experience. We've included a template which you might like to use. It includes a thank you so your guests can keep these as a souvenir.

ON THE NIGHT

Make sure that everything is working in the lead up to the night! You don't want your guests to arrive and not be able to play the movie!

If you haven't already collected money for the tickets, our suggestion is to do it on your guests' arrival. **TIP:** Have a list of people that are attending, that way you can keep track of people that have donated as they arrive. Give out your unique ticket as a souvenir and thank you for those that attend.

Remember to thank people for coming, and if you think it's appropriate, let them know why you chose to do a fundraiser for ReachOut.

Lastly take some photos – post them to social and send them to us! We'd love to celebrate what you've done!

AFTER THE EVENT

Saying thanks!

When your event is over, remember to thank everyone who donated, sponsored or contributed to its success. There are a few ways you can choose to thank those involved:

- Send an email to everyone. Let them know how the event went and what they helped you achieve!
- If you had a Facebook event page, post a thank-you message which will automatically notify everyone
- Post a thank you and photos of your event to Facebook and/or Instagram and tag everyone involved so they're notified
- Send a group email or text, or post out personal Thank You cards. We'll send you a template you can print and then send!

Banking your funds!

Now that your event is over, be sure to bank all the funds you've collected. You can do this by:

- Making a donation via a credit card directly online: https://about.au.reachout.com/donate/
- Deposit the funds into ReachOut Bank Account. Ask Jessie (Jessie@reachout.com) for the details.