

PICK A DATE

- Check community calendar
- Check church calendar
- Date & Time:

SECURE A RENTAL

Shop around if your church does not have the equipment to pull off this type of event.

- Check with church connections
- Search online options for "outdoor movie screen rental company"
- Selection: _____

BEGIN PROMOTION

- Church website
- Church social media pages
- Church program
- Flyers
- Posters
- Tickets

SPONSORSHIPS

Brainstorm names or local businesses:

- Total event sponsor
- Screen sponsor
- Food sponsor

RECRUIT VOLUNTEERS

- Parking lot crew
- Welcome crew
- Snack cart crew
- Clean-up crew
- Photographer/Videographer
- Other
- Bathroom crew

MOVIE SELECTION

Movie choices:

Final selection:

REGISTRATION & PROMOTION

Continue promotion (Update with registration information and movie title).

- | | |
|--|---|
| <input type="checkbox"/> Registration & sign-up | <input type="checkbox"/> Church program |
| <input type="checkbox"/> Online volunteer sign-up | <input type="checkbox"/> Flyers |
| <input type="checkbox"/> Church website | <input type="checkbox"/> Posters |
| <input type="checkbox"/> Church social media pages | <input type="checkbox"/> Other: _____ |

PREPARE SUPPLIES

- | | |
|--|---|
| <input type="checkbox"/> Individually wrapped snacks | <input type="checkbox"/> Print flyers with opportunities & future events |
| <input type="checkbox"/> Drinks | <input type="checkbox"/> Print flyers with event specific information i.e. bathroom location, radio frequency, etc. |

FINALIZE LAYOUT

- Print finalized layout for volunteers

PRE-EVENT VOLUNTEER MEETING

- Prepare for meeting

GUEST WELCOME

- Prepare short welcome address

BUILD ON MOMENTUM

- Promote next event
- Promote weekly ministry opportunities

MOVIE NIGHT

- | | |
|---|---|
| <input type="checkbox"/> Pass out snacks & program flyers | <input type="checkbox"/> Event clean-up |
|---|---|

POST-EVENT

- | | |
|--|--|
| <input type="checkbox"/> Thank guests for coming | <input type="checkbox"/> Send out thank you cards |
| <input type="checkbox"/> Thank volunteers and sponsors | <input type="checkbox"/> Use evaluation sheet and meet with key team members |