

# Movie Night

## Resources.

- ~Student Organization Handbook
- ~Director of Campus Involvement
- ~<http://www.hiram.edu/campus-life/involvement>

## Pick a Date and time

- This is one of the first things needed for a successful event!
- Things to remember:
  - A successful event needs adequate planning; be sure to begin planning for this at least one month in advance, if not sooner!
  - Check the Master Calendar to find out availability. (my.hiram.edu > Calendar > Master Calendar)

## Reservations

- Fill out this form to **reserve the room** so no one else can use it!
  - <https://hiram.wufoo.com/forms/event-registration-space-reservation-form/>
- Be sure to Request a Projector, Speakers, and a Screen on this form from the Media Center**
- Request the Popcorn machine from the Office of Campus Involvement (it is free of charge)
  - This is a good chance to let OCI know that you are hosting a movie night

## Advertising

- If you want people to come, you need to advertise that there is something to come to!
- All paper advertisements must have a stamp of approval from the Office of Campus Involvement to be displayed on campus.
- Advertise at least **two weeks** in advance.
- Talk about your party! Let everyone know that it will be a good time!
- Check out the Marketing Sheet or the Marketing section in the Student Organization Handbook!

## Week of Event

- About a week before your event: confirm any reservations or rentals are available and make sure all necessary shopping has been made.
- ADVERTISE MORE**
  - Don't wait until last minute to advertise, but advertise in a new way the same event so it is in students' memories constantly

## Day of Event

- Set Up at least **1 hour** before the event.
- Have a great event!
- Tear down the event (please be respectful of the tables, chairs, and the space).
- Log any and all Media Center Equipment into Will Call at the Welcome Center to keep it safe.
  - If anything is stolen because you did not tear down you will be held responsible