



FAMILY FILM NIGHTS

GUIDANCE DOCUMENT

Family film nights are run for the benefit of local families, giving them a chance to enjoy a night out as a family, without the cost normally associated with going to the cinema.

The Film Nights are staffed by at least 2 volunteers. Each volunteer needs to be aware of this guidance document.

“the projectionist”

The Projectionist is responsible for opening up the church, and setting up the projector and laptop with the DVD. Checks should be made at this point to make sure the sound and video quality is good enough.

The ‘projectionist’ is also responsible for turning off the lights before the film starts and on again at the end.

“the registrar”

The Registrar is responsible for greeting people as they come in, and ensuring that all children are accompanied by an adult (see the ‘rules’ below).

Either of the volunteers should welcome everyone just before the film starts, and remind folk, nicely(!) of the few simple rules.

Both volunteers should be ready to intervene if any of the guidelines are breached to such an extent that enjoyment is being spoiled.

At the end of the film, the volunteers must ensure that everyone has left the building before locking up and securing the building.

FILM NIGHT GUIDELINES

We want to ensure that everyone has a chance to enjoy the movie, safely and in a nice environment, so we have a few very simple “rules”.

- Adults are asked to sign in with their name and a list of children that they are responsible for
- Maximum number of children under 18 with each adult is 4
- Sorry – we can’t accept any children that are unaccompanied
- We hope that you have fun, but please respect the church sanctuary and make sure that any litter is popped into the bins provided
- Try to keep moving around to a minimum – really just for visits to the toilet
- Toilets are located at the back of the church – one person at a time please