



Tamworth

Fundraising Guide

This information guide will help you plan a successful fundraising event for your organisation.

Things you should know, before you start:

- *Fundraisers are not permitted before midday on Saturday or Sunday.*
- *Single tickets only - no group, family, birthday or meal deal tickets or any other offer from cinema.*
- *Not allowed to use the word '**premiere**' on any of your stationery.*
- ***Font** must be plain (as shown in pic on page 4)*
- *Most major films releases are in our largest cinema.*
- *Movie times are determined by film distributors, we will try to get close your suggested time.*
- *We have a **minimum of tickets** that must be **purchased**. Please check with cinema.*
- *You must pay for your tickets 2 days before the date of the screening*

Movie dates can shift. Distributors can shift movie dates up to 1 week before scheduled release date

TODAY:

Select an appropriate date for your event.

Contact the cinema for a list of movies due for release around that date or visit cinema website and download the file called "Lineup".

Fill-in the accompanying "Request for Fundraiser". (Please fill in all sections of the form)

Ring cinema for availability of date selected and fax Request Fundraiser Form. (Contact details are on last page of this document.)

Keep this document in a safe place.

THREE WEEKS BEFORE THE EVENT:

Work out a ticket price

Will you include popcorn and drinks etc...

Finalise the design of your tickets and have them printed.

Contact the cinema and ask for the "Booking Number"

Write this number at the bottom of this document.

When do we start selling tickets.

TWO DAYS BEFORE THE EVENT:

Must purchase your tickets from cinema. Remember you have a minimum that you must sell, you will be charged the minimum.

DAY OF EVENT:

Arrive at the cinema. (Please note, we are unable to let fundraising ticket sales before the movie. All your tickets must be sold prior to the event.)

CINEMA SIZES

We have 3 locations you can choose to hold your fundraiser.

Tamworth

- Cinema 1 has 405 seats. (Cinema available during School Holidays)
- Cinema 2 - 114 seats.
- Cinema 3 - 140 seats.
- Cinema 4 - 140 seats.
- Cinema 5 – 61 seats
- Cinema 6 - 128 seats.

Tickets

Ticket prices are quoted at time of booking.

Your ticket shouldn't be any larger than a \$5 note and should look similar to this...

Name of Organisation Movie name, Rating Date, Time ADMIT 1 CHILD Forum 6 Cinema, Tamworth	Movie name ADMIT 1 CHILD
---	------------------------------------

Your movie ticket should be divided into two sections – the left side should contain details of your organisation and movie, the smaller right section should contain information necessary for an audit. A thin vertical line should separate these two sections.

As patrons enter the cinema, our ushers will tear along the thin vertical line and keep the right-side of the ticket. This will help track of the total admissions.

NOTE: *The word 'premiere' must not appear in any of your printing.*

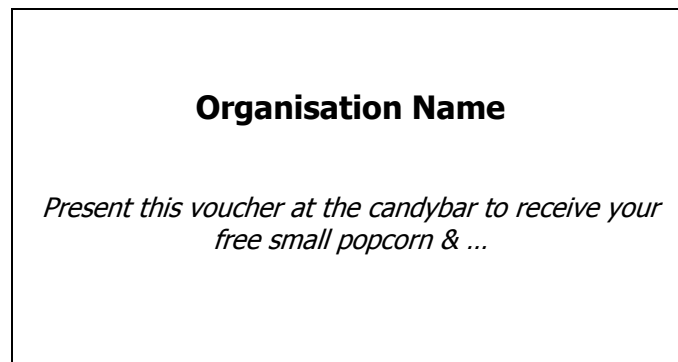
Private Screenings

To have a private screening for your event, you must have sold a minimum of 100 tickets to the event by the Monday at midday (Cinema week Thursday to Wednesday) before the new cinema week starts. If you don't have this information by this time, the event is open to allow us to sell tickets to that session.

Food

We offer discounts on small drinks, small popcorns, ice cream etc. Prices are quoted at time of booking.

TIP: If you offer a voucher for candy bar items, we only charge you for the vouchers that have been presented. (If you sell 100 vouchers and only 50 vouchers are used, you'll make more money.)



The candybar voucher should be no larger than a \$5 note.

No outside catering will be allowed on cinema premises.

Advertising

Unless otherwise arranged, you are responsible for your own advertising, however, we will advertise your event in-house (if you have signs) at no charge to you.

Payments

All payments must be finalised two (2) days before your event. We accept cash, credit card.

A tax receipt will be given on request.

Successful ideas from past fundraisers.

- Talk to other service providers that may donate products or services to increase the value of your fundraiser.
- Offer homemade cakes and slices.
- Offer the first 100 ticket purchases, a bonus gift – coloring book, etc.
- Hold a raffle and have it drawn before the event.
- Have a glass of champagne on arrival.
- Give a prize for best dressed at the event.
- Have a cocktail party before the event.
- Advertise your event on Community Billboards, radio, tv, shopping centres.
- Talk to local press before the event.
- Consider a 'pizza and movie night'.

***Don't be afraid to think outside the square, be different.
Make your event something people want to attend.***

Request for FUNDRAISER

Today's Date ____/____/____

Date/Time of Event	____ / ____ / 20____ _____am/pm Please note movie dates can change		
Organisation Name			
Contact Name			
Phone		Mobile:	
Email			
Movie			
Cinema Location		Cinema No.	
Minimum Tickets	You will be charged this amount.		
Prices	Cinema Price	Event Price	Candybar Vouchers?
			Cost Sell
	Child:		Popcorn: NO / YES ____/____ Drink: NO / YES ____/____ Ice Cream: NO / YES ____/____
Adult:			

Requests	
-----------------	--

Office Use only:

Venue Master Booking Number			
<u>Popcorn</u>	<u>Drinks</u>	<u>Icecream</u>	<u>OUTLOOK DATE</u>

TABLE [] TABLECLOTH [] NAPKINS [] URN [] OTHER []

For more information on Fundraising, please contact us, we are happy to help you.

**FORUM 6
CINEMAS
TAMWORTH**

Contact: Kerry or Grant
Phone: (02) 6766 3707
Fax: (02) 6766 7185
Web: www.forum6.com.au
Email: info.tamworth@forum6.com.au
Mail: Fundraiser Manager
Forum 6 Cinemas
PO Box 280
Tamworth 2340.