



In Tamworth



In Orange



In Wagga Wagga

# 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.*
- ***No Pictures** of the movie are allowed on the ticket*
- ***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. (please check availability of this cinema)  
Cinema 2 has 114 seats.  
Cinema 3 has 140 seats.  
Cinema 4 has 140 seats.  
Cinema 6 has 128 seats.  
Forum Gold has 28 seats.

### **Orange**

Cinema 1 has 253 seats.  
Cinema 2 has 121 seats.  
Cinema 3 has 154 seats.  
Cinema 4 has 138 seats.  
Cinema 5 has 122 seats.

### **Wagga Wagga**

Cinema 1 has 134 seats  
Cinema 2 has 135 seats  
Cinema 3 has 107 seats  
Cinema 4 has 275 seats  
Cinema 5 has 195 seats  
Cinema 6 has 168 seats

## **Tickets**

*Ticket prices are quoted at time of booking. We offer you a separate Child price and an Adult price.*

*You aren't required to sell both these categories, you may choose to sell just one ticket category.*

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

|  |   |
|--|---|
| <p><b>Name of Organisation</b><br/>         Movie name, Rating<br/>         Date, Time</p> <p><b>ADMIT 1 CHILD</b><br/>         Forum 6 Cinema, Tamworth</p> | <p>Movie name</p> <p>ADMIT 1<br/>         CHILD</p> |
|--|---|

*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.*

*Why not use two different paper colours, for Kids and Adults. Make sure the printing is legible. Most computer printers are capable of doing this job.*

*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.*

*Please remember copy right laws, **NO** pictures of the movie are allowed.*

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

### **Ticket Sales**

*Choose a price you think is fair. If too expensive, you may not get enough admissions.*

*You are responsible for selling your tickets. All ticket sales must be done prior to your event. 2 Days before the event, you must pay for the tickets. **The cinema will then sell any left over tickets and any ticket sales on the night, (this will not be part of the fundraiser)***

### **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.)*

## **Organisation Name**

*Present this voucher at the candybar to receive your  
free small popcorn & ...*

*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. After this time, the cinema will start selling tickets to the session. We accept cash, credit card, or cheque.*

*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 \_\_\_\_/\_\_\_\_/\_\_\_\_

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

|                 |  |
|-----------------|--|
| <b>Requests</b> |  |
|-----------------|--|

Office Use only:

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

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

**Please select a location, from the list below;**

|                    |   |
|--------------------|---|
| <b>TAMWORTH</b>    | Contact: Grant<br>Phone: (02) 6766 3707<br>Fax: (02) 6766 7185<br>Web: <a href="http://www.forum6.com.au">www.forum6.com.au</a><br>Email: <a href="mailto:info.tamworth@forum6.com.au">info.tamworth@forum6.com.au</a><br>Mail: Fundraiser Manager<br>Forum 6 Cinemas<br>PO Box 280<br>Tamworth 2340. |
| <b>ORANGE</b>      | Contact: Helen<br>Phone: (02) 6362 2013<br>Fax: (02) 6362 5086<br>Web: <a href="http://www.odeon5.com.au">www.odeon5.com.au</a><br>Email: <a href="mailto:admin@odeon5.com.au">admin@odeon5.com.au</a><br>Mail: Fundraiser Manager<br>Australia Cinemas<br>PO Box 1301<br>Orange 2380                 |
| <b>WAGGA WAGGA</b> | Contact: Craig<br>Phone: (02) 6921 6863<br>Fax: (02) 6921 6857<br>Web: <a href="http://www.forum6.com.au">www.forum6.com.au</a><br>Email: <a href="mailto:office@forum6.com.au">office@forum6.com.au</a><br>Mail: Fundraiser Manager<br>Forum 6 Cinema<br>PO Box 12<br>Wagga Wagga 2650               |