



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.
Progressive numbers are to be submitted 2 days before event.
Single tickets only - no group, family, birthday or meal deal tickets.
Don't use the word 'premiere' on any of your stationery.
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.*

***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:

*Organise your float. If your event is on the weekend, remember the
banks close at 5pm Friday!*

Phone cinema with ticket sale progress

DAY OF EVENT:

Arrive at the cinema, an hour before to set up.

CINEMA SIZES

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

Tamworth

Cinema 1 has 320 seats
Cinema 2 has 170 seats
Cinema 3 has 110 seats
Cinema 4 has 85 seats.

Orange

Cinema 1 has 140 seats.
Cinema 2 has 130 seats.
Cinema 3 has 80 seats.
Cinema 4 has 80 seats.
Cinema 5 has 40 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>Name of Organisation Movie name, Rating Date, Time</p> <p>ADMIT 1 CHILD Regent Cinema, Tamworth</p>	<p>Movie name</p> <p>ADMIT 1 CHILD</p>
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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, when using pictures.

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. On the night of the performance you continue to sell tickets in our foyer.

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.

You may use our foyer and tables for food or drinks on the night of your event. If supplying your own food, inform your caterer to deliver the food one-hour before your event.

Please don't provide the same food that we have at our candybar.

Advertising

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

Payments

All payments must be finalised on the night of the event. 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 ____ / ____ / ____

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.
Prices	Cinema Price	Event Price	Candybar Vouchers? Cost Sell Popcorn: NO / YES ____/____ Drink: NO / YES ____/____ Ice Cream: NO / YES ____/____
	Child:		
	Adult:		

Requests	
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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 []

Please select a location, from the list below;

<h2>TAMWORTH</h2>	<p>Contact: Grant or Allan</p> <p>Phone: (02) 6766 3707</p> <p>Fax: (02) 6766 7185</p> <p>Web: www.regentcinema.com.au</p> <p>Email: fundraiser@regentcinema.com.au</p> <p>Mail: Fundraiser Manager The Regent Cinema 4 PO Box 280 Tamworth 2340.</p>
<h2>ORANGE</h2>	<p>Contact: Ross or Rene</p> <p>Phone: (02) 6362 2013</p> <p>Fax: (02) 6362 5086</p> <p>Web: www.australiacinemas.com.au</p> <p>Email: austcinema@netwit.net.au.</p> <p>Mail: Fundraiser Manager Australia Cinemas PO Box Orange 2380</p>
<h2>WAGGA WAGGA</h2>	<p>Contact: Kris or Craig</p> <p>Phone: (02) 6921 6863</p> <p>Fax: (02) 6921 6857</p> <p>Web: www.forum6.com.au</p> <p>Email: kris@forum6.com.au</p> <p>Mail: Fundraiser Manager Forum 6 Cinema PO Box 12 Wagga Wagga 2650</p>