

Movie Planning Document

Drexel Sierra Student Coalition

Working Document

1. Picking a Movie
 1. Contact Campus Progress
 - i. Has a small library of movies
 - ii. Provides movies, advertising, and food
 2. Look around for something environmental
 3. Contact the producers for the movie rights
 4. Submit movie rights verification to OCA
 - i. Note: We are unable to show movies that we don't have the rights to unless the event is small enough that OCA doesn't know, such as a movie during a meeting
 5. Movies shown in the past
 - i. FLOW (For Love of Water)
 - ii. Burning the Future: Coal in America
 1. Campus Progress has movie rights
 - iii. An Inconvenient Truth
 1. Free movie rights
2. Picking a Date and Time
 1. Pick a date which would have the best attendance
 - i. Generally Weeks 2 through 8
 - ii. Check for other events occurring during the desired date
 - iii. Weekend events can apply for Late/Night Weekend Funding From OCA
 2. Pick a time that would have a good turnout
 - i. People have classes during the day and probably won't commit to two hours
 - ii. Outdoor movies can only be shown after dark
 1. Typically at 8 or 9pm
 - iii. After 9pm events can apply for Late/Night Weekend Funding From OCA
3. Picking a Site
 1. Quad
 - i. Nice space if warm
 - ii. Walking traffic
 - iii. Typically a good turnout
 - iv. Only can show movies after dark
 2. Auditorium
 - i. Use if cold
 - ii. Limited traffic
 - iii. Not the best turnout
 3. Classroom
 - i. Best if a small, barely advertised event
 - ii. Not need to get movie rights if OCA doesn't know
4. Arranging Refreshments
 1. Popcorn
 - i. Machine is Free from OCA
 - ii. \$30 for a case of popcorn but it lasts a long time
 1. Check with Drexel SSC executives to see if we have popcorn left over
 2. Pizza
 - i. Tastes good but expensive
 - ii. Best if not in the quad, less random people eating
 3. Drinks

- i. Use the Drexel Sierra water jug
 - ii. Advertise “bring your own cup”
- 5. Finalizing Setup
 - 1. Contact Event Services to set up the site
 - i. <http://drexel.edu/eventservices/>
 - 2. Contact DUST to set up the AV
 - i. <http://www.drexel.edu/studentlife/dust/>
- 6. Advertising
 - 1. Create a flier design
 - 2. Drexel SSC Facebook event
 - 3. Daily Digest
 - 4. Paper fliers
 - 5. E-mail
 - i. Contact DrexelSierraClub@gmail.com to send out to the entire list
 - 6. Drexel InfoNET (LCD Screens)
 - i. <http://www.drexel.edu/infonet>

Revisions: 2/17/2009