**Ronald McDonald House**

**Movie Night at the Ronald McDonald House**

Thank you for your interest in Movie Night at the Ronald McDonald House. This sheet will provide you with basic information about Movie Night and House guidelines that will make your night a success for your group as well as our families. Also included are special reminders that are pertinent to all groups coming to the Ronald McDonald House.

**Volunteer Groups**

The group lead must read this document prior to visiting the House.At least two people are required to attend when hosting a movie. Our theater is relatively small with seating for 15 people, so please cap group size at six volunteers. Permission is required for more than six volunteers. All group members must be at least 13 years old. Groups with volunteers still in high school must have an adult supervisor in attendance. Movies are scheduled at 7:00 PM. The volunteer group should arrive 30 minutes prior to the movie. Please review [Volunteer Guidelines.](https://www.rmhcseattle.org/wp-content/uploads/2015/10/Volunteer-Guidelines1.pdf)

# The Rashard Lewis Theater

Rashard Lewis, formerly a player for the Seattle Sonics NBA team, generously funded our theater, which opened in 2004.

# Choosing a Movie

* Movies may be in DVD or Blue-Ray format, and must be rated G or PG. Choose your movie with a younger age group in mind. Though the audience may range from young children to teens, the majority of children are usually grade school age and younger.
* You will be sent an email reminder about one week before your scheduled movie. At that time you will be asked to submit the title of the movie you plan to show. Review [recently shown movies](https://docs.google.com/spreadsheet/ccc?key=0AkxYEjBubqYAdEFCMVlrWExtU3ZSWV83ektZUS1QUEE&amp;gid=0) before selecting your movie.

# Providing Snacks for Movie Night

* All movie snacks must be commercially packaged in individual servings and served unopened. Plan on serving 15 people
* Wash hands before handling snacks.
* Popcorn: if serving popcorn, purchase and serve one bag/person. Many stores carry single serving microwavable popcorn. Microwaves in the kitchen on Floor 1 may be used to pop popcorn before the movie. If additional popcorn is needed during the movie, a microwave is available in the theater.
* Other snacks: Non-messy snacks that are easy to clean up and will not stain or stick to the carpet and upholstery of the theater are permitted (no chocolate, please).
* Bottled water is the only beverage permitted in the theater. The House provides the bottled water.

**Procedures to Follow on Movie Night**

If you need assistance **dial 638** on one of the House phones to reach the Manager. The House phones are located outside the theater and in the kitchen.

* Make sure all volunteers are healthy with no signs of illness.
* The designated lead, as stated in the Movie Night Request form, must be in attendance.
* Fill out the group sign-in form at the front desk when you arrive. Each member of your group must sign the form. This form documents that you are in the House and volunteered. It also documents community service hours.
* Staff will escort you to the theater and provide instruction on the use of video equipment.
* Unlock main door and side door of theater.
* Arrange bean bag chairs in front of theater seats (most children will sit on these).
* Write title of movie on white board and display directly outside theater.
* Set up snacks on table in theater.
* Have theater flashlight available to assist late arrivals.
* Leave some lights on in theater during the movie (controls are on dimmer switches just inside the theater).
* Once the movie starts, close the main door and hang the sign directing late arrivals to the side door.
* Assist late arrivals with finding a seat and getting snacks.
* Residents of the House under the age of 12 years must be accompanied by an adult when attending a movie.

# Cleaning the Theater after Movie Night

When the movie ends, please clean the theater. Theater cleaning instructions are posted in the screening room of the theater.

# Procedures to follow before leaving for the evening

* + Turn off electronic equipment as directed on posted instructions next to equipment. (Don’t forget your movie!).
	+ Place white board inside theater.
	+ Turn off theater lights.
	+ Shut and lock main and side theater doors.
	+ Sign out at the front desk and drop off theater key, leftover snacks, and garbage sack. Take the pink copy of the group form for your records.

# Important Reminders

* + You are welcome to take photos of your group while at the House; however no children or family members may be in the picture.
	+ If you need to cancel on the day of your moviebecause of illness or an emergency, phone 206-838-0618 and leave a message for the House Manager as well as leaving a voicemail for Eleanor Garrison at 206.838.0621.

**How to Schedule a Movie**

Please view our Movie Night [calendar](http://www.rmhcseattle.org/content/movie-night-and-calendar) for open dates. Email the date you are requesting with a completed Movie Night Request form to the Activities Coordinator. She will contact you to let you know your date is confirmed.

**Movie Night Contact Person**

Eleanor Garrison

Activities Coordinator

eleanor@rmhcseattle.org

206.838.0621