

# HOSTING AN OUTDOOR MOVIE NIGHT IN YOUR NEIGHBORHOOD

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Presented by: Building Stronger  
Neighborhoods Committee



# How to Host a Neighborhood Outdoor Movie Night

- Choose a location. Make sure you have any required permitting (i.e. Spokane Parks Department). For Neighborhood-sponsored events, Parks should “co-sponsor” and waive the insurance requirement.
- Choose a date and time, keeping in mind that you won’t want to start the movie until dusk. Summer sunsets are very late around Spokane, so you may end up with a 9pm start time if your date is mid-summer. Look online for sunset times.
- Contact an outdoor movie vendor. As of 2018, the only vendor we’re aware of who offers this service in the Spokane area is FunFlicks ([www.funflicks.com](http://www.funflicks.com)). Determine what size inflatable movie screen you’ll want, and whether you need a generator or if you have electricity available. This will determine how much the event will cost.
- There are also opportunities to borrow screens & equipment (cables, speakers, projectors) from C.O.P.S. or other community orgs.

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- Submit your Engagement Grant Application for the cost of the movie, including generator if necessary. If the cost is less than the maximum Grant, consider including funds for marketing or signage.
- Choose your movie...this can be difficult if there are varied interests in your group! We have used a Facebook Poll to choose once we've narrowed it down to two options. You are responsible for providing the DVD to FunFlicks.
- Publicize your event: Once you've got the movie decided, use Social Media, Friday Update, Neighborhood Email List, Flyers, etc. to advertise the event. Notices should include the date/time/location, movie name, any groups who are sponsoring the event, and an invitation to bring friends, blankets and lawn chairs.

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- Will you offer snacks? Solicit donations from local businesses for popcorn, soda, water, etc.
- Night of event: Be available to meet the vendor at the movie site to specify where to set up. Consider having a table on which to put snacks and information. Always have a clipboard available to take email addresses to add to your neighborhood distribution list. Make sure there trash/recycling is available.
- At the start of the movie: Use the vendor's microphone to welcome people and thank them for coming. Mention the Neighborhood Council and any other sponsors, and talk about when/where the next Neighborhood meeting will be held. Invite people to sign up for your email list and help themselves to snacks. Make sure to tell people where the nearest restroom and trash cans are located. Take a headcount shortly after the movie starts (people will arrive late) and write it down, so that you know how many people attended.

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- After the movie, make sure the area is cleaned up and everyone is able to exit safely. If there is no lighting in this area, you may want to consider bringing large flood lights or just flashlights to help people find their way. FunFlicks attendants will accept gratuity, if there are funds available.
- Return to the movie site the next day when it's light out to make sure it's cleaned up well. Submit your expenses to the Budget Committee for reimbursement from your Grant application. Keep track of any additional addresses on your email distribution list; Social Media followers; attendance at future Neighborhood meetings. All of these are indicators of increased participation because of your Movie Night!
- Send thank-you notes to any businesses which donated to your event. Share their contributions at future meetings so your neighbors know how generous they've been!