Movie nights at the House provide weekend joy and diversion for our families. Thank you for your interest in volunteering with this program. Please carefully read the following:

Volunteer Groups

- Size—2 to 6 volunteers.
- Age—at least 13 years old, with one adult present to supervise if your group includes anyone under 18.

Timing

- Volunteers arrive by 6:30 pm.
- Showtime is at 7 pm.
- Depending on the length of the movie, you should finish cleaning by around 9 pm.

Movie Choices

- DVD or Blu-Ray format and rated **G** or **PG only**.
- Groups have the best success aiming for preschool to grade school age audiences.
- We will be in touch a week before to confirm the title, so our families know what’s showing.

Snacks

- We allow **individual bags** of microwave popcorn or non-messy candy (no chocolate, please!). All must be **commercially packaged and served unopened**.
- Plan for around 15 movie fans.
- **The House provides bottled water—no other beverages are permitted in the theater.**

Movie Night Procedure Step-by-Step

1. Make sure your team is all **healthy with no symptoms of illness**. See Volunteer Guidelines.
2. All volunteers sign in at the Front Desk when you arrive.
3. House staff will take you to the theater and assist with the video equipment, lights, etc.
4. Arrange the bean bag chairs on the floor.
5. Write movie title on the white board and display outside the theater.
6. Set up snacks and water bottles on a table inside the theater.
7. Start the movie at **7 pm**, dimming lights inside the theater, and closing main door.
8. Direct any late arrivals to the side door and assist with seating and snacks if necessary.
9. For support with unaccompanied children under 12 or other challenges, **dial 638** on the House phone.
10. When the movie ends, **thoroughly clean the theater**, following all instructions posted inside.
11. All clean? Grab your movie, any garbage, leftover snacks, and theater key after you lock up.
12. Return to the Front Desk to hand off key and garbage and sign out, taking the pink copy.

Important Reminders

- Any photos you take must be limited to your group—please do not include our children or their families.

Ready to Schedule a Movie?

- Check our Movie Night Calendar for open dates and recently shown titles.
- Submit a Movie Night Interest Form.
- Marla Malone, Meal Program & Activities Manager, will be in touch with you soon!

**marla@rmhcseattle.org** / 206-838-0621 / www.rmhcseattle.org