

Warren Miller Film Premier

Check list for the Independent Promoter based on a mid-November Premier

Prepared by Kevin Manna, Northampton Community College

March/April

Book Facility and Times
Confirm Interest with WME

July/August

Receive Contract from WME.
 Review, Sign and return with deposit
Title Announced
Request logo's and sponsor information to construct website
Prepare "pre" flyer for local sponsors
Confirm local primary sponsorship

September

Contact additional co-sponsors
Contact resorts for complimentary lift tickets (see levels of sponsorship form)
Prepare and print tickets. Number tickets for audit purposes.
Book projection personnel
Prepare work-order for theatre and lobby needs (tables, chairs, etc.)
Prepare marketing tags for posters (dates, times, sponsors, price, etc)

October

Prepare pre-posters for ELK Fall Carnival
Order DVD's for sale at show
Confirm door prizes
Prepare and mail postcards to mailing list
Tickets go on sale

Early November

Request work order for tables, security and custodian (Bathrooms clean between shows)
Marketing Blitz
 Prepare table cards for in-house cafeteria blitz
 Email blitz
 Hang posters
 Posters to all Bulletin boards
Order cookies, popcorn and beverages for sale in lobby
Order cash boxes and start-up change.
Schedule volunteers to help with show
Make sure programs and DVD are due to ship on time.

SHOWTIME

Pick up cash boxes/deposit slips and envelopes.
Pick up unsold tickets for door sales
Pick up pencils (for entry forms), cookies, popcorn, beverages, etc
Move posters and signage to key locations to direct crowd.
Make sure DVD works in player!
Have volunteers prepare lobby and programs.
Make sure script is updated for local sponsors. **THANK LOCAL SPONSORS!**

POST SHOW

Thank you letters to sponsors
Box office report and payment to WME