

PTA Movie Night Live – Post Event Checklist

We hope that your first PTA Movie Night Live event was a great success, and that your attendees had a wonderful evening.

In order to promptly activate the DVD Gift Cards that were sold, please complete the following steps no later than three (3) days after your movie night. Please note that you can continue to sell gift cards during this three day period, and be sure to check out the School Video Competition at www.PTAMovieNightLive.com under the "Event Coordinators" link.

Post Event Checklist

Please Complete These Steps:

- 1) Complete the Gift Card Sales Tally Sheets. Double check that they are filled in legibly and that totals are correct.
- 2) If you sold any Email Gift Cards, complete the Email Gift Card Tally Sheet. Double check that it is filled in legibly (including the email addresses) and that the totals are correct.
- 3) Complete the Summary Worksheet for all gift cards sold at your event. Each line on the Summary Worksheet represents one Tally Sheet. Deduct 10% of the total for your school to retain on line 22 in the Summary Worksheet. Remember to print your name, telephone number, and best time to call in case we have any questions about your paperwork. Attach the Summary Worksheet to the Tally Sheets.
- 4) Make a copy of the Summary Worksheet and all Tally Sheets for your records.
- 5) Deposit all cash and/or checks received into your PTA unit's bank account.
- 6) Write a check payable to "Hewlett-Packard Company" using the amount on line 23 in the Summary Worksheet.
- 7) Place your check, all Tally Sheets, the Summary Worksheet, and ALL unsold PTA DVD Gift Cards and gift card holders into the pre-addressed postage pre-paid envelope.
- 8) Mail the envelope within 3 days after your movie night.

As soon as we receive your check, we will activate the gift cards that you sold so that families can start shopping for movies!

We Want to Hear from You!

Your feedback is very important to us as we plan more movie nights. Please help ensure future success by taking a moment of your time to complete a short survey. The survey is available online at www.PTAMovieNightLive.com under the "Event Coordinators" link. Thank you!

Questions?

Please email us at Info@PTAMovieNightLive.com
Or, call us toll-free at 877-PTA-VIDEO (877-782-8433)