



TCS PTO  
Movie Night Committee  
Date: 1/28/24

**In Attendance:** Amanda Goodwin, Angie Preidendorfer, Sarah Young, Katie Gallagher, Kassandra Campbell

**Minutes:**

**Frequency-** every 2 months, don't want to frequent to overwhelm families. Dates set for Sunday February 18<sup>th</sup> at 4p and Friday April 19<sup>th</sup> at 5p. PTO Volunteers will arrive 1hr early to set up etc.

**Facilities Request:** Amanda will complete and submit a facilities request form. Form will request Gym access, kitchen access, 3 tables, and some chairs for those who have a hard time sitting on floor.

**Flyer:** Katie will create flyer and Amanda will send login for Canva. Flyer will have something about light refreshments, feel free to pack picnic dinner, wear PJ's, Family event/NOT a drop off event, and bring blankets/pillows/stuffed Animal.

**Drinks/Food:** PTO will provide coffee, hot chocolate, and popcorn. **Amanda** will buy Hot Chocolate Can, and PTO still has left over Coffee/Sugar/Cream/Cups. **Angie** will check with Events Committee about using popcorn machine and buy popcorn stuff needed to be reimbursed by PTO.

**Screen/Projector:** Angie will reach out and ask library about projector and popcorn machine to see if we can use them. Also, ask events committee if a member would be willing to come and show us/help pop popcorn that night so we know how to use it.

**Donations:** Have Donation jar, and venmo link displayed for donations if people feel moved to do so.

**Voting:** Set up white Board with movie options for next movie night to vote on.

**Decorations:** Valentine's Day Themed, decorate entry door, and refreshment tables and Valentine's popcorn bags. Sarah will look for decorations and popcorn bags to be reimbursed by PTO.

**Next Meeting:** As Needed