



Field Trip Checklist

Asking about the availability of a particular date is NOT enough to schedule your trip. You must follow all of these steps. Please be mindful of where you will receive information from us so that you will know everything is being done.

- Step 1: Request field trip information from Athens Movie Palace.
 - You will receive the Field Trip Information within 3 days (longer if info is mailed.)
- Step 2: Read all of the Field Trip Information . You should have this checklist, information/tip sheet, request form, drink request form, and a menu sheet.
- Step 3: Submit request form in person/by mail to 1436 Decatur Pike, Athens TN 37303, by fax (746-8812), or email (info@athensmoviepalace.com). If returning in person, please check our show times for our hours. We open 30 minutes before our first show time.
 - * It is fine to estimate the number of students on the request form, but if you think it will be a difference of 20 or more, please make a note of that. We don't want to schedule a group of 30 in a 90 person auditorium and you really have 120 in the group.
 - * We do not know far in advance what movies we will have. If your date is within a couple weeks of a new kid's release, we will probably still have it. We will always be able to show something in a particular rating, but different circumstances can affect what the movie is. Please see the tip sheet for more information.
 - * **You will receive a confirmation within one week of when we receive your request form.**
- Step 4: At least 3 days before your trip, submit your drink request form.
 - * **You will receive a confirmation before your trip with an invoice and instructions for trip day.** You are billed for the number of students that we prepare for. Our main cost is in the concession items. It doesn't increase our costs to show the movie to fewer children, but we do prepare before you arrive. If on trip day, you can let us know by 8:30 am, we can avoid prepping for the absent students. Alternatively, if it is only a couple of students, and the teachers are fine taking the drink those students ordered, the teachers can take the student's box and we can update the invoice when you arrive.
- Step 5: On the day of your trip, have all teachers/bus drivers wear the provided identification. This is how we know who is free and who needs to pay. Identification can be picked up prior to the trip or when you arrive. If picking up on the day of the trip, please send someone in before bringing the students in.



Field Trip Information/Tip Sheet

- * WE DO NOT KNOW MONTHS/WEEKS IN ADVANCE WHAT MOVIE WILL BE SHOWING. We will let you know as soon as we can.
 - We typically get our confirmation for the week (Friday-Thursday) on the Wednesday before. We might have some idea on the Monday before, but this isn't always the case.
 - If the date is near (within 2-3 weeks) the release of a kid's movie, we should still have it.
 - IMDB.com can give you lots of information about a movie including why it obtained a particular rating. Many movies include parental notes on all of the specific "incidents."
 - G rated movies are incredibly rare these days. If you require a G rated movie, your only option may be to show an older movie.
 - If you need to know the movie title before you can book the trip, we can arrange to show an older film.
 - Special orders and 3D movies may have an additional cost.
- * We provide you with a list of all our drink options; it's up to you what you tell the students. Limiting options makes it easier for everyone.
- * Keeping a list of who selects what drink can speed up the whole process. When students are left with the task of remembering their drink, they often will take the "popular drink" and we end up with several things leftover because they didn't take what they ordered. You know your students best and the group size can affect the efficiency. Here are some of the things that worked best:
 - Submit your drink order as a total for the whole group. Bring in students a drink option at a time. (For example: all of the cokes come in, then the Sprites)
 - Submit your drink order by class and bring students in by class. This is where a little early prep can make a huge difference. If you separate your class by drink and line them up this way vs. having to search for each kid on your list, it can save a ton of time. (Bob-coke, sarah-coke, jane-lemonade, sue-sprite, Jeff-sprite vs bob-coke, jeff-sprite, jane-lemonade, etc)
 - Label the children. Some schools put stickers on the kids with their drink. Others gave them cards with their drink option on it.
- * Please make an effort to arrive as close to your requested time as possible. We may have multiple trips scheduled for your day and need to make sure everyone is seated promptly. Depending on when you schedule your trip, we may have regular public showings scheduled for right after your trip. If you arrive late, your movie would overlap a public showing. In the event you arrive more than 30 minutes late for a trip scheduled on a public showing day, you may not get to finish the movie as we must stop your film in order to start our public schedule.

- * Minimum of 20 students for trips requested outside of our regular schedule. Groups under 20 may attend a regular show time before 3:00 pm with the field trip price.
- * Field trips can be done outside of our regular schedule and we can accommodate almost any time/day request.
- * We can accommodate all size groups. Our largest auditorium holds 210, the smallest holds 45. If you expect a large number of parents, please let us know because this is a factor in determining where to put your group.
- * Price: For groups under 50, the price is \$7.00 per child. Groups over 50 are \$6.00 per child. Teachers and bus drivers are free (and receive popcorn/drink). Parents pay full price at the door.
 - Price includes: kid tray with popcorn and small drink, ticket to the movie.
 - The price of a regular matinee ticket is \$6.00. The normal price of the kid tray is \$6.00.
 - Refills on the drink/popcorn can be purchased for .50 cents each. Many teachers have told their students they cannot get refills. This is entirely your call, but if you do not want us to sell refills, please let us know ahead of time.
 - All concession items can be purchased at regular price.
- * We operate with a small staff to keep field trips affordable. It can still cost us several hundred dollars to have a trip because of the basic operating costs affiliated with running the movie. It isn't just turning on a tv and pushing play. Anything you can do to help us is greatly appreciated.
 - Some teachers have requested brooms/dustpans for the older students to sweep up.
 - We bring trashcans into the auditoriums at the end of each movie so having the students throw away their trays can be a big help.
 - Encourage kids to keep their feet off the seats.
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Contact:

Navitha at info@athensmoviepalace.com or 423-746-8810 (please leave a message) for more information or to check availability.



Field Trip Drink Request

*Use this form to pre-order your drinks for your field trip. Drinks will be prepared in advance of your arrival. You may note teacher drinks in the blank space.
Please return this form 3 days prior to scheduled field trip.*

	Number of 9 oz child drinks	Teacher Drinks
Coke		
Diet Coke		
Cherry Coke		
Coke Zero		
Sprite*		
Mello Yello		
Orange Fanta*		
Dr. Pepper		
<i>Hi-C Fruit punch*</i>		
<i>Hi-C Lemonade*</i>		
<i>Mountain Berry Blast Powerade*</i>		
<i>Water*</i>		

*Caffeine Free
italics are non-carbonated

School/Teacher: _____

Student total: _____

Date of trip: _____

Return to info@athensmoviepalace.com

or

1436 Decatur Pike

Athens, TN 37303

Or

Fax: 423-746-8812



2017 Field Trip Request Form

Today's Date: _____

School Name: _____

Teacher Name: _____ Grade: _____

Contact Person: _____

Contact Phone _____ Contact e-mail _____

Best time/way to contact: _____

Number of students: _____

Number of Teachers: _____ Bus drivers: _____

Will you have parents? _____ Estimated # of parents: _____

Will your students purchase concessions: _____

Date of trip: _____

Time to arrive at theater: _____

Time you need to leave the theater: _____

Requested movie (or rating requirement): _____

Cancelations must be made two weeks in advance. Schools may be required to pay the booking fee for special order movies if they cancel after theater has paid the advance to the studio. Please see checklist for additional information.



Field Trip Concession Menu Prices

Drinks

Refill on field trip cup: \$.50

Bottled Water \$2.50

Small Drink 16 oz \$4.25

Medium Drink 22 oz \$4.75

Large Drink- 32 oz Free Refills \$5.25

Popcorn:

Small Popcorn 46 oz \$5.75

Medium Popcorn 85 oz \$7.50

Large Popcorn 170 oz \$8.25

Other

Pretzel: \$4.25

Fcing/ cheese: \$.50

Candy: \$4.00 (\$2.00 for students or with combo)

(Candy: Plain MM, Peanut MM, Goober, Butterfinger bites, Sour Patch Kids, Junior Mints, Airhead Extreme belts, Raisenets, Hot Tamales, Chewy Sweettart, Skittles, Sour Skittle, Twizzlers)