

Dear Teachers/Principals,

We understand the frustration that you experience when we cannot guarantee a specific movie. Fortunately, many principals have been willing to work with us so that they can keep the business local. We can show anything we have access to on DVD. Many teachers choose to have a “tentative” option based on the current movies and then a “back-up” and allow parents to make a decision based on this.

We generally get all big releases, but it isn't always clear how long they will stay. Usually, big kid movies will stay 4-6 weeks minimum. We try to always have a PG movie playing. Keep in mind release dates change, and often we can show them a day early.

The information in this packet contains some items that are required for the field trip process. We have also included some optional pages that can help you stay organized. We also included a page that may be helpful to share with parents if you are allowing them to come.

Thanks for your support and interest in Athens Movie Palace. We are proud to be part of the local community.



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:** Read all the Field Trip Information.
- Step 2:** Submit request form in person/by mail to 1436 Decatur Pike, Athens TN 37303, by fax (423-746-8812), 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 email within one week of when we receive your request form.**
- Step 3:** At least 2 days before your trip, submit your drink request form.
 - * **You will receive a confirmation email 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 and we prepare before you arrive. If on trip day, you let us know by 8:30 am, we can avoid prepping for the absent students. Please call 4237468810 and leave a message with changes. After 8:30 am, we will not have time to check email/fax so please do not use this method.
- Step 4** On the day of your trip notify us of any drink changes by leaving a message on 423-746-8810. We will need to know what drinks are added/subtracted by 8:30am.
 - o Have an adult come into the theater before you bring in the kids. The adult will need to verify the drink order and pay. The front door will be locked as we are not open during field trips.
 - o Parents will pay for their tickets at the counter, but we get the kids taken care of first.



Field Trip Information/Tip Sheet

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.
 - o Some teachers have requested brooms/dustpans for the older students to sweep up.
 - o We bring trashcans into the auditoriums at the end of each movie so having the students throw away their trash can be a big help.
 - o Encourage kids to keep their feet off the seats.
- * Teachers/students pay \$8 for drink/ticket/popcorn. One teacher per 20 students and all bus drivers are free (and receive popcorn/drink). Parents/siblings pay (\$6.50) for a ticket at the door.
 - o Refills on the drink can be purchased for .50 cents each. Some 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.

Time and Group Size

- * 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 30 students for trips requested outside of our regular schedule unless we have other trips scheduled on the day you request. Groups under 30 may attend a regular show time before 3:00 pm with the field trip price.
- * Field trips are done outside of our regular schedule and we can accommodate almost any time/day request.
 - o We can accommodate all size groups. Our largest auditorium holds 210, the smallest holds 50. If you expect a large number of parents, please let us know because this is a factor in determining where to put your group

Movie Choice

- 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 may have an additional cost.

Concessions

- All concession items can be purchased at regular price. We ask that you take the students into the theater to find seats before allowing them to visit the concession stand. We appreciate your concession purchases! We rely on concession sales to survive.
- 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.
- You will be asked to compare the drink request you submitted to the drinks we prepared. This is the amount you are responsible for paying.
- 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, thomas-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.

Contact: info@athensmoviepalace.com for more information.



2023/24 Field Trip Request Form

Date of trip: _____

School Name: _____

Teacher Name: _____ Grade: _____ Contact Person: _____

Contact Phone _____ Contact e-mail _____

Number of students: _____ Teachers: _____ Bus drivers: _____ Nurses/aides: _____

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

Will your students purchase additional concessions (concessions are important to the theater and we are happy to have your group buy them): _____

Time to arrive at theater (please note that we start the movie when you are seated. This is the time you plan to pull up at our door): _____

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 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 2 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</i>		
<i>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

REMEMBER: YOU MUST NOTIFY US OF DRINK CHANGES by 8:30am (on the day of your trip) OR YOU WILL BE CHARGED FOR THE NUMBERS ON THESE SHEET. PLEASE LEAVE A MESSAGE ON 4237468810 AND INCLUDE THE DRINK CHANGES IN DETAIL.



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

Icee: \$6.00 with \$1 refills

Popcorn:

Small Popcorn 46 oz \$6.00

Medium Popcorn 85 oz \$7.50

Large Popcorn 170 oz \$8.50

Kid Tray (small drink, popcorn, funsize candy) \$7.00

Promo Tray (if available, plastic cup can be used on coke/icee and free refills on drink/popcorn) \$9

Other

Pretzel: \$4.50

Fring/cheese: \$.50

Nachos: \$6.00

Candy: \$2 for field trips



Dear Parents:

Here are some things to keep in mind when you attend a field trip with your child.

- (1) All students are given the same size drink/popcorn. Teachers choose what drink options the kids have. Please do not be angry that your child did not get a certain drink. The teacher may have chosen not to let them pick from all of the drinks. The teachers also decide if the students will be allowed to purchase concession items.
- (2) We may have multiple groups scheduled on your day, so pay attention to signs and announcements. Sometimes, we have staff to handle all of the parents regardless of school, but sometimes we will do one group at a time.
- (3) We focus on getting the students taken care of first. We won't be able to open the locked doors for you and sell tickets/concessions until after we finish getting the student items done. We do not have extra staff available during these trips.
- (4) You will be given a ticket that we will take up from you after you enter the auditorium.
- (5) We keep the doors locked when we do field trips outside of our regular schedule. We know it's inconvenient, but we are concerned about the safety of the kids and do not want the general public coming in when we are not open. You may go outside during the movie, but make sure a staff member knows so we can let you back in.
- (6) Everyone must pay to see the movie. This includes you and other children you may bring. Concessions are available for purchase, but guests do not receive the popcorn/drink combo that the students get.

