



Plan Your Film Party

Do you want to celebrate the end of term, or special film event like the Oscars or the BAFTAs?

This pack will help you to plan your party and make sure everyone can play their part to make your club's party fun.

Party checklist

Decide these party basics as a whole group.

Tick

THEME

DATE

TIME

Is there a dress code or fancy dress theme?

Entertainment committee

Food committee

Decorations committee



Entertainment committee planning

Think about what activities you are going to organise and who will take responsibility for the activity. You might like to run a themed quiz, show a film or show films that your film club have made or play some themed games. Don't forget time for food and drink.

Top tip – Don't try to do too many activities; games and quizzes always take longer than you think! Find ready made games and quizzes in Member's Activities.

Party theme, date and time

What do we need to do before the party?

- Do you need to prepare some quiz activities or props/equipment for games?
- Do you need to make sure the films are ready to play?
- Do you need to practice an activity to find out how long it takes?

Activity

Organisers

Top tip – It can be helpful to work in pairs on an activity, so that one person does not have to think of everything and you can divide up tasks.

Entertainment plan at the party

Party start time _____

Time

Activity

Party finish time _____



Food committee planning

Think about what food you will serve at the party and equipment you might need, for example plates, cutlery, napkins, cups etc.

Top tip – Ask film club members to tell you if they have any food allergies or special requirements, and make sure at least half of the food on offer meets these needs.

Party theme, date and time

What do we need to do in advance?

- Do you need to find out if there is a budget for food and drink at your party?
- Do you need to ask your film club leader to buy cups, plates etc.?
- Do you need to borrow food, cups etc. from the school canteen?

Top tip – You may be able to share responsibility for bringing food items to each film club member, create a sign-up sheet by writing a list of a range of foods and space for people to sign-up next to the list.

Food

Organisers

Don't forget to have a plan for clearing up and returning any items you have borrowed.



Decorations committee planning

A lot of your work will be before and after the party.

Top tip – Research the party’s theme online and decide on about six objects that are key for the theme.

Party theme, date and time

What do we need to do before the party?

Think about what materials you have available?

Think about what time you have available to work together or in pairs to make the decorations?

Think about when you can decorate the room/venue before the party starts?

Ask your film club leader if there are any funds to buy decorations like table glitter or balloons, which are fairly inexpensive but provide finishing touches.

Top tip – Decorations on a large scale have impact and will take less time to make and display than lots of small decorations.

Decoration

4 lifesize Oscar statues

Equipment

card, gold foil

Organiser

Jasmine and Aaron

Don't forget to work safely when you are decorating your room/venue, and to have a plan for clearing up and returning any items you have borrowed.