



*Quality Films for Discerning Movie Goers
At Macon's Historic Douglass Theatre Every Second Sunday of the Month*

President: F. Camp Bacon
Secretary: Robert Burnham

Vice-President: Jack Sammons
Treasurer: Fred Utick

CREW DUTIES

2008/01/08

Film Selection Crew

Determines the films to be shown. Reviews films. Prepares a list of films to be voted on for showing. Tabulates votes to arrive at a coming attractions list. Searches websites, newspapers, magazines, and other publications for possible films. Prepares and emails synopsis of upcoming film. Writes handouts for film Sunday.

Crew Chiefs – Jack and Laney Sammons – (jljsjr@aol.com, laneyas@aol.com)

Membership Crew

Explores and implements ways to increase our membership and crew volunteers. Prepares and distributes mailings to potential Film Guild members. Sends Thank You letters, membership cards, and Free Movie Passes to new and renewing members. Sends renewal notices to members. Maintains a membership database.

Crew Chief -

Publicity Crew

Insures that information about the films to be shown reaches the media on a timely basis. Obtains press kits for the media. Scours the internet for digital photos to be used in posters, ads, and articles. Writes, distributes, and arranges for publication of ads, articles, and promotional material. Prepares, prints, and distributes posters. Arranges for interviews with the media. Explores other ways to publicize our film in Middle Georgia every month. Prepares and mails the monthly post cards.

Crew Chief -

Theatre Crew

Sets up the lobby tables every film Sunday. Prints handouts. Designs and prints lobby table signs. Staffs the theater's concession stand. Cleans the theater after every show. Distributes handouts, reviews, literature, and membership applications in the theater lobby before every show. Sets up lobby posters. Hangs banner from theater marquee.

Crew Chief – Don Brown (dbrown@mail.maconstate.edu)

THE MACON FILM GUILD, Inc.

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