

# PRIVATE WATCH PARTY SCHEDULE DIRECTIONS & OPERATIONS

## INTRO

The Private Watch Party allows us to schedule a private rental for a select set of movies, allowing the guest to pick their feature and the price associated with that, good for up to 20 guests, all online without having to go through our traditional Rental Email methods we've been doing. This show appears to the public and is available for them to purchase online under the day & time scheduled.

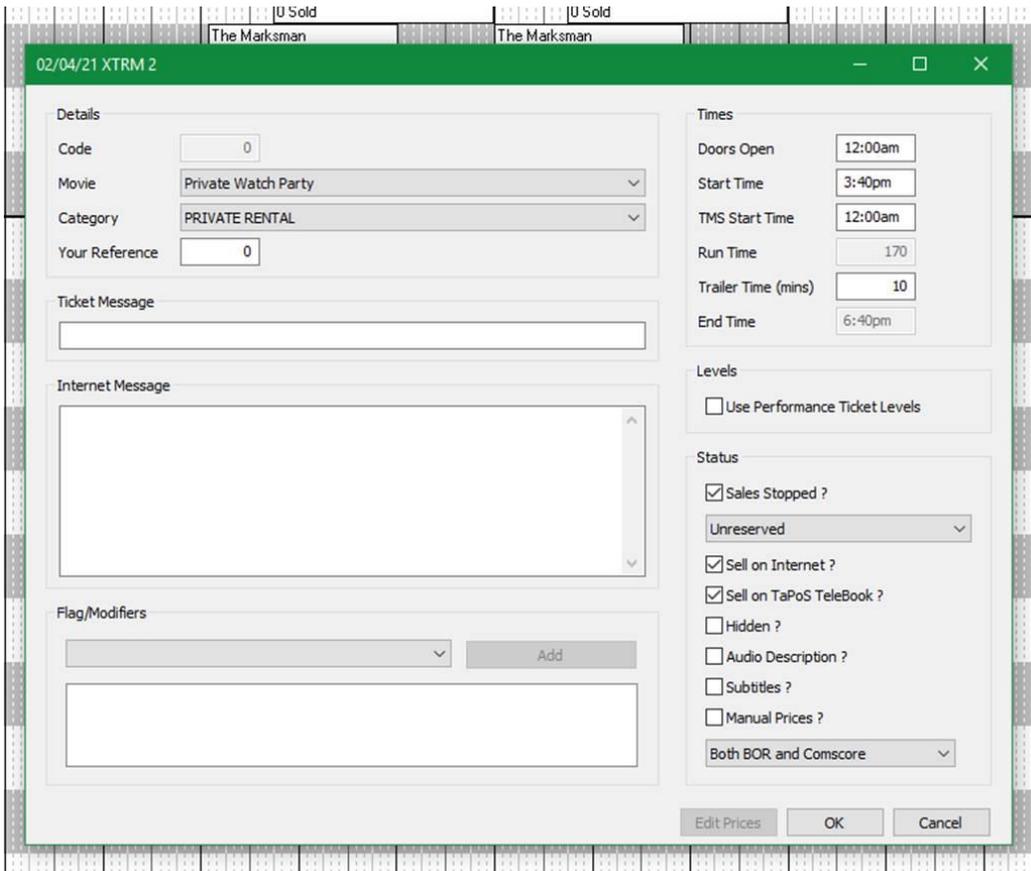
You will schedule these shows around existing rentals, SO BE SURE NOT SCHEDULE ONE OF THESE WHEN YOU ALREADY HAVE A PRIVATE SHOW BOOKED VIA THE RENTAL EMAIL SETUP WE CURRENTLY ARE USING! Example below: On 2.5.2021, a 3:30pm Private Watch Party is available for Public purchase and is represented on the Rental Spreadsheet. This ensures we don't sell a public available time to a different customer via the email rental setup.

Over time, this method of private rental sale will take the place of private rentals for the most part – exceptions will apply when we need to still use the online Rental form of communication. For the month of February, we will use it to sell private rentals to special programs (e.g. Holiday Movie Rentals), video game rentals (3 hour blocks), and private spare rentals (3 hour max blocks, guest provided content).

This will most likely require Live Play, so make sure you have a sleeve hooked up to your rental house ready to accept a CRU drive, and all management is trained in Live Play functionality.

## SCHEDULING THE SHOW

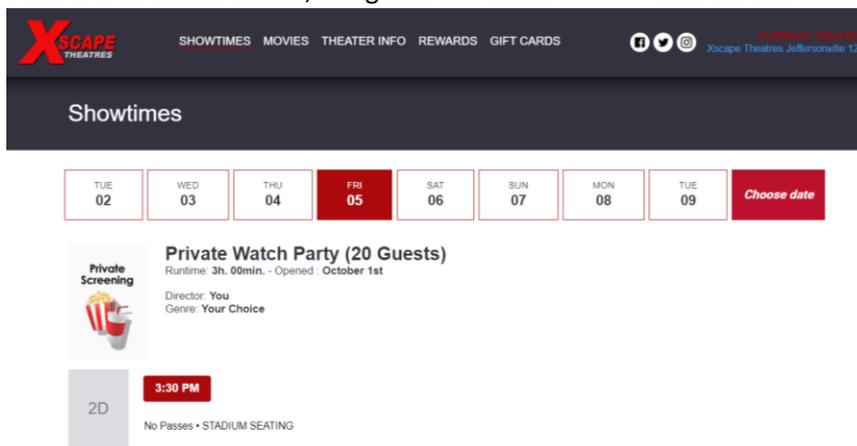
1. To schedule the show, per your film schedule, drop a Private Watch Party in Tapos Performance Planner.
2. Edit the show with the following attributes:
  - a. Category = Private Rental
  - b. Under the Sales Stopped option, Seating Setup needs to be changed from Reserved to **UNRESERVED**.



- 3.
4. Activate Show
5. Push CSXpress, show should be visible on your showtimes page for Private Watch Party.

## 1. BASIC OPERATION and CUSTOMER FLOW

1. Once the show is available online, the guest can select a show time for the watch party.



- a. \_\_\_\_\_
2. This directs them to a screen where they can select a drop down from available features for them to view, which will also show pricing.
  - a. As of now, if the show is purchased by someone else already, an error will pop up stating the show is not available or has been taken down – Jacro is working on a proper error to show as sold out or showtime Sold.

b.

c.

3. Customer will go through purchase procedure, and (1) online fee is added to final transaction & issued a Booking number.

### ➤ BASIC OPERATION and THEATRE LOCATION FLOW

1. Once the show is purchased, the performance planner will automatically convert the Private Watch Party to the converted / purchased show.
  - a. Example, 3:30pm Private Watch Party is available, and a guest purchases it as a rental for Selma. Your Performance Planner in Tapos will show instead a 3:30pm Selma, with 1 sale & sold out.
2. You MUST check the Performance planner regularly to ensure you see any future sales and set up for the rental. If given enough time, you can transfer product to you rental house. If the guest buys the PWP 15 minutes before the show time, you will most likely have to live play the feature.
  - a. Check at the beginning of the day, and periodically ever hour or two just to see if you have sales.
3. If enough notice is had, the GDC will pick up the change and you can map the show to the auditorium using the POS+ option.
  - a. From Example above, the GDC will see from the POS a 3:30pm Selma is present on the POS schedule. You then should map it using the TMS.
4. If guest has additional attendees over 20, charge as appropriate per rental SOP previously sent.

➤ **COMMON NOTES**

- Your rental auditorium should be a medium sized house, used consistently for Video Game rentals, DVD rentals, and other private rentals.
- Private Watch Party shows WILL NOT BE AVAILABLE at the Box office or Concession stand, only Kiosk and Online.