

## SOP: Performance Schedule Requirements – 1/2/2018

Xscape has set general guidelines for determining film schedules. Schedules are created per location, so not everything listed will apply to all locations. Unless given different instructions, please utilize the following guidelines:

- When establishing the "run time," please include 45 minutes for "Pre-Show", cleaning time and for trailers. For trailers see Pre-Feature Attachments below.
- Example: Movie is 98 minutes, + 45 = 143 minutes or 2:23, round this up or down to the nearest 5 so it would be 2:25
- Pre-Feature attachments should be in this order:
  1. Trailers TBD from Corp. via "Trailer Placement & trailer Log"
  2. Coke Trailer
  3. Christie Digital – 4K where applicable
  4. Dolby 5.1, 7.1 or ATMOS trailer
  5. Xscape XTRM Policy Trailer if applicable
  6. Movie
- Xscape prefers to have five shows on every film; sometimes, due to film length, it will have to be reduced to four. Before reducing to four shows, always seek approval from Operations.
- When more than one "print" of the same movie is booked at the location, always keep a minimum of 40 minutes between start times. Example: 6:30, 7:10. The separation may be greater than 40 minutes if needed; however, with the stipulation of getting five shows on both prints. An example of this would be start times of 6:30, 7:30. To schedule four shows instead of five on the second print, obtain approval from Operations before submitting the schedule.
- If the theater is booked with three or more prints, contact Operations for direction on the amount of shows to run for each print.
- The start time of the top five movies should be at a minimum of ten minutes apart. Example: 7:00, 7:10, 7:25, 7:35, 7:50. A balance of greatest spread of the top five, while still allowing a good start time and ability for the five shows a day, is the ultimate goal for proper flow.
  - The top five would include any new release(s) and the top grossing movies from the previous weekend.
  - If two new movies were released in a given week, then the three top grossing films from the previous weekend would be used, along with the two new releases, to determine the top five.
  - If the theater receives 2 prints of the same movie, those two prints count as 1 towards the top 5. If the theater receives three or more prints of the same movie, please contact Operations for guidance.
- For the Prime set (6PM – 830PM) especially and the rest of the day try to spread the top 10 films 10 minutes apart.
- Film schedule should be submitted to Operations by 7PM on the same day the bookings are received.
- When new films open for "Pre-Opening" showings (typ. Thr night) you should always play them in the largest house possible. Only use the XTRM auditoriums if directed by Operation's or the Booking Department.

## **SOP: Performance Schedule Requirements – 1/2/2018 cont.**

**FYI** – the Industry definition of 5 shows is 3 shows before 6PM and 2 after 6PM (PRIME & LATE). It doesn't matter if your 4PM shows are full price they are still considered matinee's.

If you are told to only run 1 Evening show then typically the studios require that to be started on or after 7PM.