

Management Guidelines for Ulster County Movie Nights

For any emergency, first call 911. The Town of Ulster Police may also be reached at 382-1111.

Plan on movie start times of 30-45 minutes after sunset.

Site arrival times for volunteers will be 90 minutes before movie start time.

POC (point of contact site manager) is responsible for arriving with and distributing walkie talkies, fluorescent vests, flashlights and PPE (volunteer gear) to volunteers upon arrival and for collecting all items at the end of the show. POC shall also ensure all volunteer gear gets to the next movie night's POC and that the walkie talkies are all fully charged. Also, POC must have keys for the port-a-potties and key to open the control panel for the electronic signs at the exit and Boices Lane.

Upon POC arrival on site the electronic signs at the exit and on Boices Lane should be turned on (see instructions further down). Also, the port-a-potties should be unlocked.

POC and Volunteer available PPE shall consist of face masks and gloves and optional face shields.

POC will coordinate with volunteers the frequency to use for the walkie talkies.

All arriving traffic will be directed to the main parking lot entrance at the end of Boices Lane (the westernmost portion of the site) and shall be staffed by two volunteers checking ticket reservations and directing traffic to make a right turn along the parking lot perimeter road.

Entrance gates may open an hour before movie start time.

Ensure the gate is closed at the entrance between Boices Lane and the center of the parking lot area.

A volunteer shall be posted along the perimeter road to direct traffic into the southern parking lot toward the marked parking lines for the movie.

Two to three volunteers and POCs shall be stationed in the parking lot to direct cars into parking spots with an effort to maintain a minimum six feet between vehicles. The front of each vehicle should align with the solid yellow line for each row.

Radio Kingston staff will be setting up and operating all audio and visual equipment (the projector, speakers and FM transmitter) between 6 p.m. and 7 p.m. on site. Contact lead there is Kale Kaposhilin cell (914) 388-4480.

A marked Sheriff's car will be on site at the beginning of each movie and Town of Ulster Police will be monitoring the site.

The movie audio will play on FM frequency 87.9.

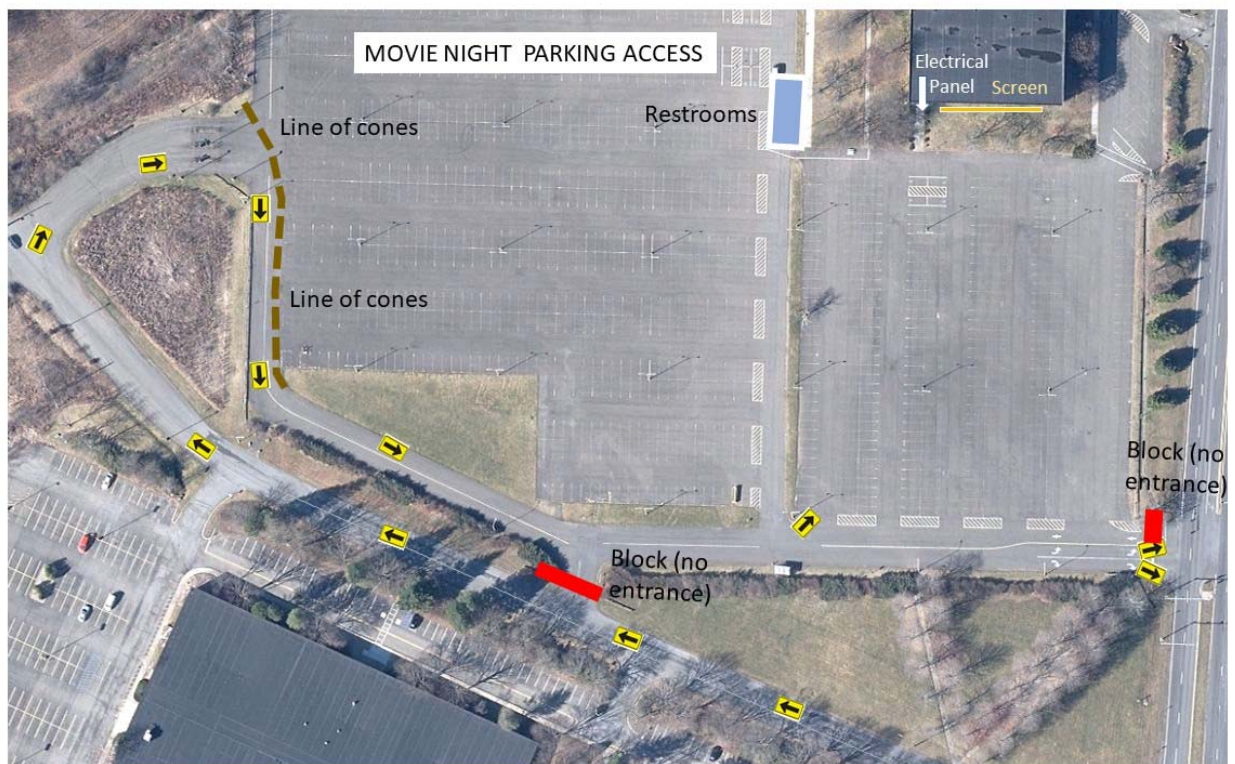
At movie start time (with all cars parked) POC will notify Radio Kingston staff to start the movie presentation and will turn off the parking lot lights. The switch for the lights in the parking lot has been mounted on the temporary electric panel outside near the bottom left area of screen and close to the entry door to the building. It is the only switch on the board and is at far left near bottom with a plastic weather cover.

During the movie POC should occasionally walk the walk to ensure patrons are in their cars or wearing masks when going to the restroom or outside their vehicles.

At end of the movie as the credits start the POC shall turn the parking lot lights back on. And cars will be directed to the exit.



The left picture is the switch for the parking lot lights in the lot where the movie is playing. The right picture is the switch for the lights in the main parking lot to the west of the building but not being used for movie parking. That switch is by the main building entry doors. Note that all lights may take a few moments to fully brighten after they have been off.



Traffic flow and site plan

After all vehicles have departed the parking lot, POC should lock the port-a-potties, turn off the electronic signs and collect and account for all volunteer gear. NOTE: POC IS RESPONSIBLE FOR TRANSFERING THE VOLUNTEER GEAR TO THE POC RUNNING THE NEXT MOVIE NIGHT AND WALKIE TALKIES SHOULD BE CHARGED BETWEEN USES.

To turn on the electronic signs at the exit and on Boices Lane

Unlock padlock and open control panel door.

Do not touch any switches at all. All functions will be done on the small LCD screen in the control panel

On the LCD screen:

Tap "Admin"

Tap "9" and then tap the green check mark

Tap "Play"

Double-tap the small picture of the sign

To turn off the electronic signs at the exit and on Boices Lane

Unlock padlock and open control panel door.

Do not touch any switches at all. All functions will be done on the small LCD screen in the control panel

On the LCD screen:

Tap "Stop"

Tap "Log Out"

Close and lock control panel door.