

# Policies and Procedures for NA MITP

RCONA will not be organizing or budgeting MITP. A Neighborhood Association now has the opportunity to put together their own MITP. It is the NA's responsibility to Finance, Market and have Volunteers to put on a MITP under the RCONA umbrella.

The following procedures must be followed:

1. An NA can do their own MITP or work with another neighboring association to reduce costs and manpower. NA must notify RCONA before January 15<sup>th</sup> if their NA wants to show a movie.
  
2. An NA will do their own marketing. NAs doing MITP can work together to create a flier and a distribution method. The RCONA booth equipment is available to any NA that wants to promote their MITP at DTN, 1<sup>st</sup> Friday or any other event. NA should assign one person to be on the MITP committee. This committee will lead all marketing projects.
  
3. A NA will provide their own funding for Park rental and Movie licensing.
  - a. That cost will be paid to RCONA. RCONA will pay the city for all park fees and Swank for all licensing fees. RCONA will attempt to get the best deal from Swank depending on the number of MITP.
  - b. Fees, park desired, movie name and date must be received by RCONA before March 15<sup>th</sup>.  
  
Fee estimates: Park fee \$200, Swank license \$350, Movie purchase \$25, MITP flyers \$50.
  - c. The MITP must be under the RCONA banner to get the RCONA liability Ins.

4. The NA will pick their own movie and MITP date with RCONA approval. The NA buys the movie selected. Movie selection and date are on a “first come” bases. Food to be provided by NA if desired.

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4. The NA picks their own movie title and MITP date. Food to be provided by NA if desired.	Final Movie title + park date must have RCONA approval. Movie selection and date are on a “first come” basis. RCONA buys the movie selected.