

URGENT NEED OF ATTENTION FOR SMOOTH RUNNING OF CINEMA:

FACILITIES/PRIORITY

- A. LOG/FORMAL OF ALL MAJOR AND MINOR ITEMS OF PROJECTION AND SOUND EQUIPMENT THAT SHOULD BE THERE I.E. THOSE PURCHASED OR ACQUIRED OR INSITU OVER 8/10 yrs THIS TO INCLUDE
- Double band projection
 - 2 Bell and Howell projectors (1 standard, 1 zoom lens) 16mm
 - 1 Bauer double band projector which was claimed for on insurance some years ago and temporarily hidden by a 'member' ?
 - 2 xenon Super 8 projectors compatible long throw
 - 1 Eumig 64D variable speed projector silent
 - 1 Bauer Super 8 sound projector
 - 1 silent Super 8 Bolex projector (similar to and like the Eumig) (variable speed)
 - 2 older Carousel slide projectors (with lenses)
 - Bank of Carousel slide projectors (3?) for fade in out slide/tape projection with fade mechanism and lenses
 - 1 or 2 cassette playback machines
 - 1 or 2 sound amplifiers
 - 2 freestanding Bose speakers

and so on List all leads, spools etc.

The log should provide for tracing missing major items (slide/tape i.e.) date last loaned/to whom.

State of repair/maintenance of each and last date of itemised repair (in house/out of house.

That any insurance claims for any of the above be logged and date of replacement or failure to replace and why.

Schedule of (prioritised) items in need of repair/replacement and costing and budgeting for the same

Include video

- 1 Umatic playback deck
- 1 VHS playback deck
- 1 Sony Profil Monitor with 2 speakers

Also include sound patchbay facilities and connection to sound transfer playback unit/Reel to Reel Revox to identify for cinema use/priority)

List thereafter No. of minor items that are vital for immediate attention:

No. of decent spools

No. of new leads that need making up and plugs and so on that need purchasing

Suggested necessities -

- fixed anglepoise lamp
- freestanding anglepoise
- blackout curtains for sound room window
- PA. sound monitoring system
- Floorcovering of projection room and (safely) steps to room
- Projector cleaning items (cinema only use)

ALL ABOVE FOR FUNDAMENTAL SMOOTH RUNNING OF SCREENINGS/Projection aspect

SECURITY

clear labelling of all essential cinema equipment/cinema use only
Lock up facilities for leads/spools/projectors with log of specific no; of keys and keyholders

USEFUL TO HAVE A NOTICEBOARD in projection room for programming details
Names and addresses and phone numbers of exec. alternative projectionists/helpers
ALSO file of repairers addresses etc.

FOR RECEPTION OF AUDIENCE AND ALSO HEALTH/SAFETY WORKERS AND WORKSHOP USERS

LIGHTING

All safety and exit signs
replacement all bulbs and faulty fixings to cinema space/palm court/corridors/
toilets and cafe area

Fixed light for cafe area (i.e. not one with lead and plug)

No extension leads for lighting or otherwise as contrary to Health and Safety
codes - at present you could be immediately legally be shut down on this score
alone.

Think seriously of locating additional switch panel in the cinema space for
the cinema lights so the lights can be operated for events where any other
reason for access to projection room other than heating and lighting is not
necessary.

Decent light (fixed) to box office and entrance area
Rack (moveable) spotlights for performances/musicians etc.

HEATING

noiseless
cost sensible form of keeping cinema warm during screenings other than blow
system that is so costly to run anyway

and that is to public safety specification

(lightweight couple of torches special for ushers into cinema)

CATERING/HEALTH AND STANDARDS=

Thorough cleaning and maintenance of cafe area/cleaning materials
Replacement of any faulty sockets/loose surfaces (hygiene)
Purchase of 1 decent sized kettle for cinema use only (1 for regular daily/domestic
use)

1 coffeemachine for making GOOD coffee (Espresso/Cona whatever that
makes an improvement on current unhygienic method)
Dispense with Belling at shoulder height as is hazardous
Lockaway cupboard for all cinema catering items(log of keys and to whom)
Additional (suggestions to come from cafe person) crockery/cutlery etc)

CLEANING AND NECESSARY DECORATION

ENTRANCE / TO BE INVITING NOT DISCOURAGING to include corridors also
PROJECTION ROOM
CAFE AREA
these are all priorities

TOILETS to include repair of leaky plumbing and replacement of toilet seat
heads of taps etc.

CLEANING ROTA

designate equal responsibility somehow to all, taking into consideration that
staff should improve their own basic working conditions this way and voluntary
assistance is sporadic and too unreliable except for major initial clean-up
General overseeing of this ought primarily to be a staff responsibility.
Any difficulties encountered or created by workshop users or members of the public
in hampering this should be brought to the executive/specific or non-specific.

STANDARD OF PROVISION/CATERING FOR SCREENINGS

social function of cinema shouldn't be underestimated, i.e. the way people initially feel when they down their first cup of luke warm discoloured liquid in a molten plastic cup and eat their first stale and well-fingered bun and are then charged a pound for the discomfort. This has to change. Starting off with what you'd offer any close friend in your own home a good (mm) cup of coffee or fresh tea something nice to eat and at a reasonable (non-profiteering non-exploitative) price. Not a joke on the Co-op

Worth laying out a minimum standard of requirement to anyone in future operating the bar.

Improvement of their initial working conditions will greatly help this, i.e. that they have the right utensils for the job, they can't be expected to bring them along.

There've been so many complaints in this respect and it reflects on the whole ambience of the place, the way the place and then the films are received. Your average avant-garde movie is normally interrupted with evil audience thoughts about their argument over overcharging and the lingering taste of tepid dirty liquid on the tongue !!!

There should be safe lock up and storage (clean) facilities for bulk purchase of drinks so we can save on cash and carry purchase of these things.

Possibility of some better system of actually organising the coffee bar: a safety float yes in case the audience is smaller than expected a better till with somewhere to stash on a well attended night perhaps the coffee bar person(s) should be given a small margin for running and paying themselves out of the takings (with a lower and upper margin as in the past some good, well-earned profits were made for the screenings in this way/ that's where an agreed upper lower margin could come in.

AND WHEN YOU COME IN AFTER PAYING ALMOST AS MUCH AS THE PLAZA you should be WARM which comes back to the heating.

LAST GRIPE

cinema and palm court used to be washed (floor) and polished once weekly. It even smells good then when you come in. This should be brought back and should be largely overseen by the cinema organiser, who benefits most/ but it could mean a joint work effort once a week.

If all the above is taken on board everyone will feel happier and more welcome, not least the staff who're there longest.

FROM THIS WORTH DOING A BASIC SHOPPING/CLEANING AND DECORATING LIST PRIORITISED

ADMINISTRATION/BACKLOG

Weekly banking of takings/filing of receipts and invoices/prompt return of films photocopied paperwork i.e. receipt slips (as there used to be) for projection payments etc. etc.

List of films that need returning from the LFF and accounting for the LFF Other financial backlog needs to be itemised and a time allocated for that that doesn't jeopardize new energy and initiative or any of them major matters listed above. Should be done as a regular part of the above until brought up to date.

CINEMA COMMITTEE needs a detailed outline of these unknowns and a detailed outline of the cash flow and budget (total) available to cinema, so a sensible plan of action can be drawn up.

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Possibility of running a tickets for services rendered system as in other joints:-
A6 or A7 coloured card with 1,2,3,4,5, to be clipped off each attendance
or a book of tickets (more costly to make)

Also separate cards x number of tickets for reduced block price

First would mean incentive to say, do the door or clean the space could be paid for in kind

Second would mean money in hand and also more regular audience build up
(Instance Birmingham music runs more avant-garde programmes than London orchestras
to full houses by season ticket incentive)

cost approx. £30 per thousand/INSTNTPRINT

PUBLICITY

Current method exceedingly expensive and excludes possibilities of posters/fly posting or simply telephoning around which could be done in addition to mailing - specially where live new film-makers are showing in a programme this method should be encouraged/only if there was something in the budget for it, however.

So find method of producing equally if not more attractive publicity/certainly needs to be less cold and biblical and more eye-catching and lively/at a lower cost and then use remainder that you save on varying the methods of publicity. Too much relies at the moment on mailing out colleges. Most college leaflets tend to have little effect, as in art schools the cinema publicity looks very dull and tends to get left lying around (or used to mop up spilled paint i.e.) Publicity can generate enthusiasm 'Oo can I have one of those too?' At present people just struggle with the small print and say ugh the co-op.

Flyposting could be encouraged with the season ticket method. 4 or 5 free screenings - this would on the whole mean that at any screening you'd have an extra packing of 5 helpers who'd got in free for services rendered and it would create warmth in numbers and good feeling.

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