



DEPARTMENT OF THE NAVY

UNITED STATES NAVAL ACADEMY
121 BLAKE ROAD
ANNAPOLIS MARYLAND 21402-5000

COMDTMIDNINST 1744.1I
12 Aug 04

COMDTMIDN INSTRUCTION 1744.1I

(R)

Subj: MIDSHIPMEN WELFARE FUND (MWF) MOTION PICTURE PROGRAM

Ref: (a) BUPERSINST 1710.15A
(b) Commencement of 35mm Film Exhibition memo of 3 Aug 96
(c) Monthly Movie and Exhibition Attendance Record Report (Rev 11-96) memo of 3 Dec 97
(d) Professional Theater Management Tips Manual of Jan 97

(R)

Encl: (1) Instruction for Midshipmen in Charge of Ushers
(2) USNA Movie Attendance Sheet

1. Purpose. To promulgate information concerning the Midshipmen Welfare Fund Motion Picture Program per reference (a).

2. Cancellation. COMDTMIDNINST 1744.1H

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3. Background

a. The Navy Motion Picture Service is organized to provide entertainment motion pictures primarily to afloat units, and secondarily to shore activities. The Navy Motion Picture Service memorandums, references (b) and (c), and management manual, reference (d), delineate current procedures to be utilized for the Motion Picture Program.

b. The MWF Motion Picture Program is a non-profit operation with the objective of providing high quality motion picture entertainment for midshipmen. Attendance will be reported per reference (c).

4. Information

a. Motion pictures are shown in Mitscher Hall or Mahan Hall for the entertainment of midshipmen and DOD personnel assigned to the U.S. Naval Academy. Family members and guests of eligible personnel are authorized to attend.

b. Movies are shown on Saturdays at 2000, and Sundays at 1400. If not in conflict with other military functions, Friday night showings may be scheduled.

5. Action

a. MWF Recreation Coordinator:

(R)

(1) Coordinate the movie program and publish movie schedule.

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(2) Review content of each scheduled movie and determine suitability.

(3) Ensure qualified projectionists are available for each scheduled movie.

(4) Responsible for hiring, training, and completing annual evaluations for projectionists.

(5) Responsible for the shipment of the films.

(6) Submit monthly attendance reports per reference (c).

(7) Maintain personnel file/pay records for projectionists.

(8) Process air freight shipping bills.

b. First Regimental Operations Officer: (R)

(1) Responsible to MWF Recreation Coordinator for coordinating and scheduling midshipmen ushers during the academic year. (R)

(2) Ensure head ushers are briefed on duties identified in enclosure (1).

c. Naval Academy Summer Program Adjutant/Fourth Class Regiment Adjutant:

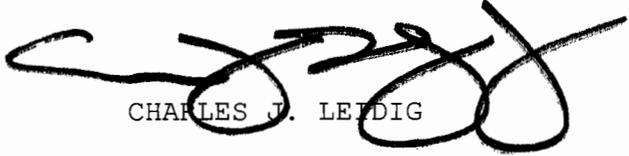
(1) Responsible to MWF Recreation Coordinator for coordinating and scheduling ushers during the summer. (R)

(2) Ensure head ushers are briefed on duties identified in enclosure (1).

d. Motion Picture Projectionists:

(1) Inspect films prior to showing; reporting all malfunctioning and/or missing equipment to the MWF Recreation Coordinator. (R)

(2) Submit monthly attendance reports (enclosure (2)) to MWF Recreation Coordinator.


CHARLES J. LEIDIG

Distribution:
C-1 (Electronically)

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INSTRUCTIONS FOR MIDSHIPMEN IN CHARGE OF USHERS

1. Muster and inspect the Usher Detail at Main Office forty-five minutes prior to the scheduled show time. Ushers must be in the uniform of the day with Usher armbands. Usher armbands are available from the Midshipmen Officer of the Watch.
2. Proceed to Mitscher Hall, or other designated auditorium. Report to the projectionist. Inspect the auditorium for cleanliness and early arrivals.
3. Ensure a socially acceptable atmosphere is maintained before, during and after the movie.
4. There is no eating or drinking in Mitscher or Mahan auditoriums. Food wrappers make a mess and attract vermin. Ushers should monitor the audience to ensure compliance with the no eating/drinking policy.
5. Ushers will remain in close proximity to the entrance to ensure continued control of access for the entire movie. The head usher shall remain at the movie for its duration.
6. Any unusual occurrences or problems shall be referred to the Officer of the Watch.

