The Center for Film Studies is the primary campus venue for the legal presentation of films and therefore encourages any department, program, or group who is contemplating a screening to consult with the Center to schedule an event.

Because the Center is an academic building and not an events facility, the academic needs of the Film Studies Dept. take precedence over any proposed event. Requests for CFS 100 (Goldsmith Family Cinema) and CFS 190 should be made a minimum of four weeks in advance.

During the academic year a $150 (CFS 190) or $250 (CFS 100) equipment maintenance fee will be charged per event in addition to the cost of the event staff. During the summer and semester breaks, rental costs will be $225 (CFS 190) and $325 (CFS 100) for specially approved events. Please keep in mind that these rooms are often not available during the summer and semester breaks. Those who use Wesleyan facilities, including classrooms, will be billed for any damage to the facilities, grounds, furnishings, or for extra cleaning as a result of the event.

Date of event _____________________________
Start/ anticipated finish time of event____________________________
Description of event ______________________________________
________________________________________________________________________
________________________________________________________________________
Sponsoring group or department ____________________________
Sponsor contact person (Person responsible for Wesleyan calendar posting and publicity)
Title of film(s) __________________________________________
Film format(s) ____________________________________________
Screening materials must arrive 5 days or earlier before event. Instructions for delivery/shipping ________________________
________________________________________________________________________
________________________________________________________________________
Part of series, lecture, or other program? No ___ Yes (explain) ____________________________________________
________________________________________________________
________________________________________________________

Admission charged? ________________________________________
Special equipment needs ____________________________________
__________________________________________________________
__________________________________________________________

Smartkey and account code for costs incurred
_________________________ (Wesleyan departments only)

Contact person signature __________________________________
Date ______________________________________________________
Email address ________________________ Phone _____________

Please include any additional information on a separate sheet if necessary.

Submission of this event sheet does not mean confirmation of the event. Lea Carlson x3542 will contact you directly to verify confirmation and go over all details.

All changes to events must be made a minimum of seven business days in advance of the event.

07/2014 updated