**Jeanine Basinger Center for Film Studies**

**Event Booking Form**

**Contact Person: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Email address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of event \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Start/Anticipated end time of event\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Description of event (circle one and describe below): Film Lecture Other

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Title of film(s) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Film format(s) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Screening materials must arrive 5 days or earlier before event. Who will be delivering the materials:

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ or Shipping Company’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Part of series, lecture, or other program? Yes\_\_\_ No \_\_\_

If Yes (details)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Sponsoring group(s) or department(s)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Person responsible for Wesleyan calendar posting and publicity \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Publicity you will be distributing (Please note: the film department does not create, distribute, or handle publicity/marketing materials) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Requested Set-up for space (Number of Tables/Chairs/Microphones etc…) \_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Presentation materials or anything other than the film to be projected: Yes\_\_\_ No\_\_\_ (If yes, please describe what): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

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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 College of Film and the Moving Image 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. **Please note there is no food allowed in any of the screening rooms or at events.**

Submission of this event sheet does not mean confirmation of the event. Logan Ludwig x2125 (lludwig@wesleyan.edu) or Lea Carlson x3542 (lcarlson@wesleyan.edu)

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.**

Contact person signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_