

PUBLIC FILM VIEWING REQUEST

The request for public film viewing for campus events must be sent to the Assistant Director of Student Activities at least three weeks in advance. All film showings, regardless of format, require copyright permission in the form of a license or certified permission from the copyright holder. The Student Activities Office and Libraries need at least three weeks notice in order to assist with finding the appropriate vendor and obtaining the corresponding license.

Please follow the procedure below to reserve public film viewing for campus events:

- E-mail the Assistant Director for Student Programming, Sarah TOby, (stoby@wooster.edu) to start the conversation—she will advise and assist in securing the proper rights.
- Complete this form and have it and the supporting documentation reviewed and signed by the Assistant Director and/or the Head of Circulation and Media Services.
- After you have received copyright clearance, submit a 25Live reservation and wait for your event to be reviewed and approved. *Approval will only occur once copyright permission has been received.*
- Student organizations may also need to complete a Disbursement Request Form if paying for viewing rights with organization funds.

Paperwork must be completed and signed off by the appropriate individuals prior to the confirmation of your event. An incomplete form will delay confirmation.

NOTE: All room reservations are considered tentative until paperwork is **completed, signed, and returned** to the Campus Life Office. Groups are NOT authorized to advertise the film in the WHN, the Voice, the POT, on posters, via any social media, or by any other methods until copyright permission has been obtained.

EVENT INFORMATION		
Sponsoring Group:	Contact Person:	
Cell Phone Number:	Campus Box:	E-mail:
Name of Event:	Anticipated Attendance:	
Intended Audience:	Event Day & Date:	
Proposed Location:	Location reserved in 25Live:	Y / N
Start Time:	End Time:	
FILM INFORMATION		
Film Title:		
Film Origin: <input type="checkbox"/> Feature Film <input type="checkbox"/> Documentary <input type="checkbox"/> Student Produced Film <input type="checkbox"/> Online Streaming Service <input type="checkbox"/> Other		
If you selected "Other", please describe:		
ACQUISITION AND VIEWING INFORMATION		
How did you obtain a copy of the film(s)? <i>Check all that apply:</i>		
<input type="checkbox"/> Film Distribution Company	Please name: _____	
<input type="checkbox"/> The College of Wooster Libraries		
<input type="checkbox"/> Other Source	Please name: _____	

Do you plan to do anything else in addition to showing the film (i.e. group discussion, faculty talk, etc.)? If so, then please describe activities below:

Status of permission:

- Permission to show film(s) has been received.** (Please attach a copy of the PO, contract, or letter granting permission.)
- We're in the process of securing rights.** (Your location reservation can only be tentatively held until proof of permission is received.)
- Copyright permissions do not apply to this film.** Please explain why in the space below:

Additional Comments (Please initial comments):

FOR INTERNAL USE ONLY

Approved by:

_____ Date: _____

Assistant Director for Student Programming

_____ Date: _____

Head of Circulation and Media Services

Additional Staff Comments: