**Film Screening Request**

To screen most films outside a home or domestic setting, you need to have a license. The Students’ Union has a responsibility to ensure that any screenings in our spaces are run in a compliant way.

If you wish to host a film screening in the SU, you must submit this form **no later than 10 working days before** the planned screening.

Please note that this request is for **licence only**. You will still need to rent or buy the film once the licence is in place.

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| **Screening Details** |
| Name of Club / Society / group hosting screening |
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| Name of film / show / licensed material being screened |
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| Date of screening |
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| How many times will you screen the material? |
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| Are you charging for people to attend the screening? If so, what is the price and what will it include (*e.g. popcorn, refreshments, souvenirs, etc.*)? |
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| What is the reason for the screening? |
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| Will the film be screened in its entirety? |
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| **Advertisement and Promotion** |
| Are you planning to advertise the screening? If yes, how will you advertise the screening? Who will be responsible for all publicity / advertising of the screening? |
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| **External Involvement and Sponsorship** |
| Will there be any external promotion, official sponsors, or sponsorships from brands or companies for this screening? If yes, please provide full details (*e.g. names, nature of involvement, any involvement in the advertisement or promotion of the screening*). |
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| **Interactivity and Special Effects** |
| Will the screening involve any: audience participation (*e.g. singalongs*), themed elements (*e.g. themed foods or décor*), live performance elements, special effects, or costumed characters or likenesses? If yes, please provide full details. |
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