

Wellesley College  
Office of Student Involvement  
Billings Hall, Room 100

## **Film Showing Scheduling Protocols**

Once we receive a space request from the student for a film showing or an event that includes use of a film, we contact the student requester (the student who submitted the space request) to see if film viewing rights have been acquired by the student group. We can tentatively hold a space for your film showing while awaiting film rights from you, but we cannot finalize or have your event in the “confirmed” state until after we’ve received film rights from you. Verification of permission to show the film may be in one of the two forms below:

***\* You can submit a copy of the invoice you have received from the movie company to prove that you have paid for the viewing rights of the film***

***\* If the producer(s) of the film has granted you permission to show the film, a statement from the producer(s) may be submitted***

***NOTE:*** *If you have the above verification in an email format, please forward that email to the scheduler who contacted you in the first place to see if your student group has acquired film viewing rights. If you have the verification in a hardcopy, then you can hand that in to the Office of Student Involvement in Billings Hall, room 100.*

Again, if your student group does not purchase the film rights or receive permission to show the film from the producers, then we have no choice but to cancel your space request and release hold of the space tentatively held for you. You **MUST** have viewing rights in order to hold the event. A purchase of public viewing rights or permission from the producer(s) is necessary to not break copyright laws and protect you and your organization from litigation. If you find that you won’t be able to get the film rights in time for your film screening, then please email the scheduler back and let her know that you want to cancel that event altogether or postpone that event to a later date. If postponing to a later

date, the scheduler can modify your existing space request with the new date so you won't need to submit a new space request for the new date.

In most cases, student groups usually choose to purchase the film rights through a company called **Swank**. Our sales person at **Swank** is **Robin Ames** and she may be reached at **800-876-3344**.

If you have any further questions, please stop by the Office of Student Involvement in Billings Hall, room 100 or call the office at 781-283-2672.

Thank you for your understanding and cooperation!