

Films at the Whitney

Whitney Humanities Center, Yale University
Proposal for Event/Screening(s)

Please email proposals to diane.b.brown@yale.edu

There is no venue charge for screening events held at the Center, and all Whitney cosponsored events are free and open to the public. That said, organizers are responsible for projectionist fees and for securing public performance rights.

- a) Title of event, including film titles and, if applicable, name of speaker(s):
- b) Sponsoring organization, cosponsors, and status of funding:
- c) Contact person(s) for organizing and overseeing event:
- d) Proposed date(s) and time(s):
- e) Brief description of the event/screening(s), including objective, proposed structure, speakers, and/or panels:
- f) Rationale for why the screening(s) should be at the Whitney:
- g) Contact person in charge of ordering prints, print flow, and shipping/handling:
- h) Contact person responsible for paying fees and charges, if different.
- i) Format of screening(s) (e.g., DCP, 35mm, 16mm, DVD, DigiBeta, Blu-Ray, QuickTime, other):
The appropriate contact person needs to be in touch with the Film Study Center to arrange a projectionist if the format is anything other than DVD. Fill out and submit the reservation form on the FSC web site at web.library.yale.edu/form/projectionist-request-form. Fee and charging information is included on this page.
- j) Description of publicity strategy:
- k) Target audience and anticipated size:
- l) Will there be a discussion period following the screening(s)? Where (e.g., in the auditorium, in Room 108, outside the Whitney)?

Organizers must arrange for custodial services (required for all events) and, if needed, for media services (to provide mics for speakers and audience) and security services.

Custodial Services: Please place an online work order. The link for placing a custodial request is <https://facilities.yale.edu/>. Then look to the bottom of the webpage to click on the form link named **Facilities Work Request (FWR) - Submit and track requests online.**

Media Services: 432-2650

Security Services: 432-9264