

FILM VIEWING REQUEST

The intent of this form is to capture all relevant information related to the nature of the event in order to ensure compliance with U.S. copyright laws. Film activities that are presented by faculty for their class meetings should be scheduled through the Office of the Registrar. All spaces scheduled through University Event Scheduling (UES) are considered public event spaces. All film showings, regardless of format, require copyright permission in the form of a license or certified permission from the copyright holder. UES may be permitted in limited circumstances to grant exceptions based on the answers given in this request form. After submitting this form, you will be contacted via email by UES regarding the confirmation status of your event. Incomplete requests will delay scheduling.

For more information, please refer to the [Film Viewing Request Frequently Asked Questions](#) form on the UES website.

I. BASIC EVENT INFORMATION

Request Reference Code (i.e. 1234-AABBCC): _____
 Host Department/Organization: _____
 Main Contact for Event: _____
 Event Title: _____
 Event Date & Start/End Times: _____

II. FILM INFORMATION

Film Title: _____
 Film Origin: United States Other Country. List country of origin: _____
 Film Type: Feature Film Documentary AU/Student Produced Film Other. Please follow instructions below.
 If you selected "other," then please describe the type of film in the box below. (390 character limit)

III. ACQUISITION AND VIEWING INFORMATION

How did you obtain the copy of the film(s)? (check all that apply)
 Film Distribution Company. Please name: _____
 AU Library
 Other Source. Please name: _____

Please specifically describe the amount of each film you are showing.

Entire Film
 1-5 film segments. Please list length of segments: _____
 5-10 film segments. Please list length of segments: _____
 More than 10 film segments. Please list length of segments: _____

Do you plan to do anything else in addition to showing the film (i.e. group discussion, faculty talk)? If so, then please describe activities in the box below. (470 character limit)

Status of Permission

Permission to show film(s) has been received. (please attach a copy of the PO, contract or letter granting copyright permission)
 We're in the process of securing rights. (your reservation can only be tentatively held until you submit proof of copyright permission)
 Copyright permissions do not apply to this film. Please explain why in the box below. (390 character limit)

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For Internal Use Only

Please initial to the right of your department:

UC: _____ PS: _____ AU A/V: _____ SS: _____ SA: _____ ATH: _____ ME: _____

Additional Comments: (please initial as well)

(620 character limit)