Arranging Screenings

To inquire about the use of a 35mm or 16mm film from the Film Study Center print collection [1], contact Brian Meacham [2] (203.432.2798) as early as possible.

Faculty can put DVDs, Blu-rays, and VHS tapes from the Film Study Center video collection [3] on reserve for the semester through Canvas [4], but these items cannot otherwise be reserved in advance.

To reserve a Film Study Center Screening Room for groups of 25 or fewer people, call 203.432.0148 during business hours [5].

Three Steps to Arrange Screenings at Yale

There are three steps in arranging a screening at Yale: reserve a venue, secure the media, and request a media technician or projectionist when necessary. Please click on each step below for more detailed information.

Step 1: Reserve a Venue

Yale is home to a variety of screening venues—from classrooms to large auditoria—which support a range of different media formats. Visit this page [6] to see the media equipment available in campus venues, some of which may require a projectionist, as noted. If your preferred room does not support the media you wish to screen, please opt for a different room or contact Classroom Technology & Event Services [7] for assistance.

35mm & 16mm film screenings are held in the Whitney Humanities Center Auditorium (53 Wall Street) and in 212 York Street Room 106.

Digital Cinema Package (DCP) screenings are held in the Whitney Humanities Center Auditorium (53 Wall Street) and in Loria Center Room 250 (190 York Street).

3D Blu-ray screenings are held in Screening Room B-20 at the Yale Film Study Center. To ensure good sightlines for 3D, we recommend having no more than 12 attendees per screening.

Venue reservations are made as follows:

- For CLASSROOMS with screening capabilities, contact the Registrar [8] (203.432.2330).
- For Yale Film Study Center SCREENING ROOMS B-20 (seating capacity: 25) or B-21 (seating capacity: 15), contact the FSC Circulation Desk (203.432.0148).
- For the WHITNEY HUMANITIES CENTER AUDITORIUM (seating capacity: 242), submit the WHC Room Request Form [9]. Screenings in this venue require a projectionist, requested online [10].
- For the 212 YORK screening room (seating capacity: 55), contact the Registrar [8] (203.432.2330) for weekday screenings ending by 6:00pm, or the Film and Media Studies Program [11] office (203.436.4668) for evening or weekend screenings. 35mm & 16mm film screenings in this venue require a projectionist, requested online [10].
- For LORIA CENTER ROOM 250 (seating capacity: 162), contact both Nicole Chardiet [12] (203.432.2668) in History of Art and the Registrar [8] (203.432.2330). DCP screenings in this venue require a projectionist, requested online [10].

Step 2: Secure the Media
**NOTE:** Most Film Study Center material is intended for **classroom use only**. For public screenings—including symposia and academic conferences—the presenter must secure Public Performance Rights from the distributor.

- Faculty can put **DVDs, Blu-rays, and VHS tapes** from the Film Study Center video **collection** [3] on reserve for the semester through Canvas [4], but these items cannot otherwise be reserved in advance. You will need to pick up and return the media at the FSC, unless other arrangements have been made with Classroom Technology & Event Services [7]. For additional information on course screenings, or to discuss options for film-heavy courses, contact Archer Neilson [13] (203.432.0149).
- To inquire about the use of a **35mm or 16mm film** from the Film Study Center print collection, contact Brian Meacham [2] (203.432.2798) as early as possible, but at least three weeks prior to the proposed screening.
- If you plan to screen **Digital Cinema Package (DCP)** or a **35mm or 16mm film** rented from a distributor, contact Anthony Sudol [14] (203.410.7435) as early as possible, but at least three weeks prior to the proposed screening to review the information you will need to provide the distributor.
- Neither the Film Study Center nor Classroom Technology & Event Services is responsible for the following:
  - Booking film rentals or paying rental fees
  - Arranging or paying for Public Performance Rights
  - Arranging or paying charges associated with shipping
- Rented film prints, posters, and the like may be shipped directly to:

  Tony Sudol  
  Whitney Humanities Center  
  53 Wall Street, Room 216  
  New Haven, CT 06511  
  203.410.7435

**Step 3: Request a Technician/Projectionist**

Media Technicians and Projectionists are scheduled through Classroom Technology & Event Services [7] (CT&ES). Please contact them to discuss their services, or for training on the media equipment available in Yale’s venues.

- To request a **TECHNICIAN** for **CLASSROOM** DVD, Blu-ray, or VHS screenings, contact CT&ES at least two weeks prior to the screening.
- To request a **PROJECTIONIST** for any **WHITNEY HUMANITIES CENTER AUDITORIUM** screenings, **212 YORK** film screenings, or **LORIA CENTER ROOM 250** DCP screenings, complete the CT&ES **Projectionist Request Form** [15] **AT LEAST THREE WEEKS** prior to the proposed screening. It is necessary to reserve the venue before submitting the reservation form.
- **FEES:** CT&ES does not charge for regularly-scheduled course screenings, unless additional equipment or services are requested. Contact them or consult the Projectionist Request Form [15] for an estimate of fees for non-course screenings.

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**Source URL:** https://web.library.yale.edu/film/arranging-screenings

**Links**
[2] &lt;mailto:brian.meaham@yale.edu&gt;
[4] https://guides.library.yale.edu/reserves/canvas
[7] https://yale.service-now.com/it?id=service_offering&amp;sys_id=d6688dcdfbb31007ee2abcf9f3ee41c
[10] https://its.yale.edu/forms-policies/forms/projectionist-request-form
[12] &lt;mailto:nicole.cherdiet@yale.edu&gt;
[13] &lt;mailto:archer.neillon@yale.edu&gt;
[14] &lt;mailto:anthony.sudol@yale.edu&gt;
[15] https://web.library.yale.edu/form/projectionist-request-form