Arranging Screenings

Online reservations for Viewing Booths or requests to use the Yale Film Archive Screening Room (for groups of 22 or fewer people) should be submitted here [1]. All visitors must bring Yale ID cards. The screening room is intended for research purposes, and can't be used for public or routine class screenings.

To inquire about the use of a 35mm or 16mm film from the Yale Film Archive film print collection [2], contact Brian Meacham [3] (203.432.2798) as early as possible. For public screenings on campus using Yale Film Archive prints, submit a proposal [4] by the deadline.

Faculty can put DVDs, Blu-rays, and VHS tapes from the Yale Film Archive video collection [5] on reserve for the semester through Canvas [6], but these items cannot otherwise be reserved in advance.

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. 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 53 Wall Street Auditorium and in the Humanities Quadrangle's two film venues, the Screening Room and the Lecture Hall (320 York Street).
- Digital Cinema Package (DCP) screenings are held in the 53 Wall Street Auditorium, the Humanities Quadrangle Screening Room and Lecture Hall (320 York Street), and in Loria Center Room 250 (190 York Street).
- 3D Blu-ray screenings are held in the Yale Film Archive Screening Room.

For all YALE CLASS SCREENINGS, please work with your department's administrative staff to reserve rooms, just as you do for your class's seminars or lectures.

For NON-CLASS SCREENINGS, reservations are made as follows:

- For CLASSROOMS with screening capabilities, contact the Registrar [8].
- For the Yale Film Archive SCREENING ROOM (seating capacity: 22), submit a request online [1].

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- **For the HUMANITIES QUADRANGLE SCREENING ROOM** (seating capacity: 91, Live location name: HQ L01), the HUMANITIES QUADRANGLE LECTURE HALL (seating capacity: 185, Live location name: HQ L02), and the 53 WALL STREET AUDITORIUM (seating capacity: 242, Live location name: WALL53 AUD), contact the Registrar [8]. 35mm, 16mm, and DCP screenings in these venues require a projectionist, requested online [9] at least three weeks before the event.

- **For LORIA CENTER ROOM 250** (seating capacity: 162), contact both Nicole Chardiet [10] (203.432.2668) in History of Art and the Registrar [8] (203.432.2330). DCP screenings in this venue require a projectionist, requested online [9], which should be submitted as soon as the room is booked.

### Step 2: Secure the Media

**NOTE**: Most Yale Film Archive 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 Yale Film Archive video **collection** [5] on reserve for the semester through Canvas [6], but these items cannot otherwise be reserved in advance. You will need to pick up and return the media at the Yale Film Archive, 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 [11] (203.432.0149).

- To inquire about the use of a **35mm or 16mm film** from the Yale Film Archive print collection, contact Brian Meacham [3] (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 [12] (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 Yale Film Archive 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, DCP drives, posters, and the like may be shipped directly to:

  Tony Sudol  
  Yale Humanities Quadrangle  
  320 York Street, Room 119  
  New Haven, CT 06511  
  203.410.7435

### Step 3: Request a Technician/Projectionist

For **YALE CLASS SCREENINGS**, contact Classroom Technology & Event Services [7] (CT&ES) to discuss their services, or for training on the media equipment available in Yale’s venues.

For **NON-CLASS SCREENINGS**, please proceed as follows:

- To request a **TECHNICIAN** for **CLASSROOM** DVD or Blu-ray screenings, contact CT&ES [7] at least three weeks prior to the screening.

- To request a **PROJECTIONIST** for any 35mm or 16mm film prints or DCP screenings in the **HUMANITIES QUADRANGLE** or the **53 WALL STREET AUDITORIUM**, or for DCP screenings in **LORIA CENTER ROOM 250**, complete the CT&ES **Projectionist Request Form** [9] as soon as the room is booked, and **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](https://web.library.yale.edu/form/projectionist-request-form) for an estimate of fees for non-course screenings.

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Source URL: [https://web.library.yale.edu/film/arranging-screenings](https://web.library.yale.edu/film/arranging-screenings)

Links