

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**, contact [Marc Francis](#) [8] if you are affiliated with Yale Faculty of Arts & Sciences (faculty or student). Non-FAS reservations are made as follows:

- For **CLASSROOMS** with screening capabilities, contact the [Registrar](#) [9].

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- For the Yale Film Archive **SCREENING ROOM** (seating capacity: 22), submit a request [online](#) [1]. The screening room is intended for research purposes, and cannot be used for routine class screenings or for public screenings.
- For the **HUMANITIES QUADRANGLE SCREENING ROOM** (seating capacity: 91, 25Live location name: HQ L01), the **HUMANITIES QUADRANGLE LECTURE HALL** (seating capacity: 185, 25Live location name: HQ L02), and the **53 WALL STREET AUDITORIUM** (seating capacity: 242, 25Live location name: WALL53 AUD), contact the [Registrar](#) [9]. 35mm, 16mm, and DCP screenings in these venues require a projectionist, requested [online](#) [10] at least three weeks before the event.
- For **LORIA CENTER ROOM 250** (seating capacity: 162), contact both [Nicole Chardiet](#) [11] (203.432.2668) in History of Art and the [Registrar](#) [9] (203.432.2330). DCP screenings in this venue require a projectionist, requested [online](#) [10], 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](#) [12] (203.432.0149).
- To inquire about the use of a **35mm or 16mm film** from the Yale Film Archive print collection for class or non-class screenings, contact [Brian Meacham](#) [3] (203.432.2798) as early as possible, but at least three weeks prior to the proposed screening.
- **For all non-class screenings affiliated with Yale Faculty of Arts & Sciences (faculty or student), contact [Marc Francis](#) [8].**
- If you plan to screen **Digital Cinema Package (DCP)** or a **35mm or 16mm film** rented from a distributor for class or non-class screenings, contact [Anthony Sudol](#) [13] (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**, contact [Marc Francis](#) [8] if you are affiliated with Yale Faculty of Arts & Sciences (faculty or student). For non-FAS screenings, please proceed as follows:

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- 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](#) [10] 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](#) [10] for an estimate of fees for non-course screenings.
- **PLEASE NOTE:** Although the Projectionist Request Form has the Yale Library heading, this is a service of CT&ES, not the Yale Library or the Yale Film Archive. Please contact CT&ES with all questions.

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.

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

Links

[1] <https://schedule.yale.edu/reserve/spaces/film> [2] <https://web.library.yale.edu/film/film-collection> [3] [https://web.library.yale.edu/film/partnerships](#) [4] <https://web.library.yale.edu/film/partnerships> [5] <https://web.library.yale.edu/film/video-collection> [6] <https://guides.library.yale.edu/reserves/canvas> [7] https://yale.service-now.com/it?id=service_offering&sys_id=d6688dcd6fbb31007ee2abcf9f3ee41c [8] [https://web.library.yale.edu/form/projectionist-request-form](#) [11] [http://classrooms.yale.edu/](#) [10] [https://web.library.yale.edu/form/projectionist-request-form](#) [11] [12] [13]