

Projectionist Request Form

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Projectionist Request Form

This form goes to Classroom Technology and Event Services (CT&ES), which will arrange for the projectionist service. CT&ES must receive the completed screening reservation form at least **three weeks in advance of the screening date**. It is important to observe this deadline: CT&ES cannot guarantee the availability of a projectionist with fewer than three weeks' notice. If you have questions, it is strongly advised that you contact [Anthony Sudol](#) [1] to discuss your screening needs before submitting this form.

Cancellations must be made by 12:00pm one full week in advance of the screening; otherwise, you will be responsible for full payment of the projection fee.

Unless arranged in advance, CT&ES is not responsible for any of the following:

- booking the film rental or paying rental fees
- public performance rights for non-course and event screenings
- payment of shipping charges

Fees: CT&ES does not charge for regularly-scheduled course screenings, unless additional equipment or services are requested. For event screenings of 35mm, 16mm, or DCP, projectionist fees are \$75/hour with a four-hour minimum (minimum cost: \$300) based on a film 2 hours or less in length. Additional length is billed in half hour increments. Fees vary for Blu-ray, digital files, and other formats; contact [Anthony Sudol](#) [1] for specifics. For additional audio-visual needs, such as microphones, see the [estimate of fees](#) [2].

Print(s) should be shipped directly to:

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

Contact person Name *

Department

Email address *

Phone number *

Screening Information Film title *

Venue *

You must reserve the venue before submitting

this form. [Click here](#) [3] for information on reserving a venue.

Is the venue reserved for this date? * Yes

Media *

Event Name *

Running Time

Show Day *

Show Date * Month

Day

Year

Start Time * Hour

: Minute

am

pm

Distributor Information Distributor Name *

Contact Person *

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Phone Number *

Charging Instructions Payment information is required with the submission of this form. If by COA, fill in the information below. If by credit card, indicate 'Credit card' in the 'Notes' field, and you will be contacted for the specific credit card information.

Company

Grant

Gift

Yale Designated

Cost Center

Program

Project

Assignee

Spend Category

Requester

Notes/Special Instructions

Special instructions regarding the screening schedule, guest appearances, additional equipment (such as microphones) or the order of multiple titles, should be indicated in the notes field. There may be a charge for additional equipment.

CAPTCHA This question is for testing whether or not you are a human visitor and to prevent automated spam submissions.

Source URL: <https://web.library.yale.edu/form/projectionist-request-form>

Links

[1] [https://web.library.yale.edu/form/projectionist-request-form](#) [2]

<https://its.yale.edu/services/rates-and-charges/audio-visual-services-rates> [3]

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