

SCREENING CHECKLIST

Once you have secured a venue for your screening make sure you understand the following:
(Choose the questions that are applicable to your project and the venue)

SCREENING CHECKLIST FORM

- Name of Screening:
- Venue:
- Dates and times for the screening:
- Who is the main contact person for the venue, such as the theater/space manager?
- What media formats are required at the site?
- Check on all projection equipment available.
- When can you sign the contract, or loan form?
- If work is sold, what is the commission for the venue?
- What is the honorarium or artist's fee?
- What are the responsibilities of the venue or gallery?
- What are your responsibilities as the artist?

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- Who pays for shipping, insurance, reception costs, and invitations?
- Is there a floor plan for the space? If so where is it?
- Who sets up the screening?
- What technology is available for screening?
- Who designs and mails the announcement?
- If the host venue designs and mails the announcement, what is the deadline for information from the artist?
- Who pays for the announcements and the mailing?
- What is the deadline for information needed for the press release and other publicity?
- Does the venue have an emailing list for announcements?
- How many invitations will you receive as the artist?
- What equipment and technical support is available?
- Are there issues with electrical outlets and extension cord routes?