

# PROGRAMMING GUIDE

**You can only programme once you've completed the DC Training** and have volunteered at least THREE times at DC Screenings and/or Events. To find out more about Programming, attend a Sunday Meeting at 11am OR attend one of our Programming Workshops / Quarterly Programming Meetings.

## FINDING THE FILM RIGHTS

1. **Find the Distributor who holds the Screening Rights (License) for the Film.** You can use <https://bbfc.co.uk/>. Type the film in the search bar, click the magnifying glass/return and it should list the distributor. You can also use [IMDb](#) or [Wikipedia](#), although these are not as reputable sources.
2. **To easily acquire the license for the film, search for the film on one of these sites:**
  - a. **Filmbank** - <https://www.filmbankmedia.com/films/> (Preferable, Booking via their Portal)
  - b. **Cinema For All** - <https://cinemaforall.org.uk/booking-scheme/> (Booking via their email)
  - c. **BFI Distribution** - <https://www.bfi.org.uk/distribution/taxonomy/term/202> (via their email)
3. **If the film's UK distributor is not clear, you may need to do some extra research** - particularly if these are niche films / rare/archive films or artists' films.
  - a. Ask an experienced Programmer who has screened a similar film before for advice
  - b. Contact other cinemas via Social Media in the UK where said title has screened recently.
  - c. Message the 'DC Anti-Social' Whatsapp Group for help/guidance.
  - d. Come to the Sunday Meeting at 11am and enquire.

## BOOKING & SOURCING THE FILM

1. **Go to the Distributor's Website and Book the License (by emailing them).** Make sure to have a date/time in mind, and check that it is available in the Internal Calendar by logging into the Volunteer Portal, prior to making a formal booking with them.
  - a. Please state in the email 'We cannot screen from DCP, we can only screen from Blu-Ray / DVD or ProRes/MP4 Files'
  - b. Make sure the license is not over £100 ex VAT.
  - c. The License will usually be an email confirmation from them.
  - d. The license is *NOT* booked until you have received this from them.
2. **If the distributor is not based in the UK, make sure they accept payment via PayPal.** International Bank Transfer costs us £10 extra. PayPal costs nothing. If emailing them, please also state 1A & 1B.
3. **Once the license is booked, check the DC Archive to see if we have the Blu-Ray/DVD already** - you won't need to buy it from a shop / rent it from the distributor if we already do!
4. **You can also buy a disc from local/online retailers:**
  - a. [CEX Deptford](#) (on Deptford High Street!) - check their stock first on their website.
  - b. [Amazon \(DVDs & Blu-Rays\)](#)

## BOOKING SLOTS IN THE INTERNAL + PUBLIC-FACING CALENDARS

1. **Get all the details of your film ready:** title, year, director, country, cast, length, BBFC rating, blurb, trailer, link, etc.
2. **Book a date in the Volunteer Portal (Internal) Calendar.**

**TOP TIP:** When booking your film, it is recommended to have each crucial element of the programming procedure on a Tab in the same internet browser window, close them as you complete them!

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3. **Create online tickets on TicketSource with the details above.** To do this you need login details. A long term volunteer can sort this out for you.
4. **4. Create your event on our website (Squarespace).** To do this you need login details. A long term volunteer can sort this out for you. Update your event's BOOK TICKETS button with the ticket link.
5. **List your event on the Volunteers Spreadsheet Rota.** [Click Here to Access.](#) Check back regularly for Volunteers, who've put their name down, **you need (at least) TWO volunteers to run your event!**

## PROMOTING THE FILM

1. **Create a Facebook Event** using all the details above.
2. **Create publicity materials**, poster, flyers, Instagram pictures, Twitter posts, etc.
3. **Continue publicising your event**, email, Tweet, Instagram, Facebook, etc
  - a. *Also Email people like:* Radiant Circus, TimeOut, Lewisham Local, Goldsmiths College, Other Local / Arts / Grassroots Organisations.
4. **Do more and more publicity, spread it out** between when you publish the event and the event date, across all social media platforms.

## IT'S THE BIG DAY!

1. On the day of your event, **make sure you get a printout of tickets sold** after the online sales are closed.
2. **Get access to the cinema's front door key** from one of the long term volunteers or ask them to join the Whatsapp Group for this.
3. Arrive at the cinema (with your Blu-Ray/DVD Disc and/or Digital Files etc) at least an hour in advance. Preferably two hours to make sure the cinema is clean and tidy for your event.
4. **When your volunteer helpers arrive, do a Projection and Sound test** while they check the Float, restock the fridges etc.
5. **Start your screening on-time and do an introduction to the cinema** and your film and very importantly the fire emergency procedure.
6. **After the screening, make sure you and your volunteers tidy up.**
7. **Do the cashing up.**
8. **Submit the ticket sales returns to the Distributor(s)** (if needed).
9. **Get the invoice from the Distributor where you got the film License from.**
10. **Email the invoice to [dcinemapinance@gmail.com](mailto:dcinemapinance@gmail.com) with the subject:**
  - a. **INVOICE [distributor] [film] [due date]**
11. If you have more than one invoice, send one per email. It helps the finance group keep track of invoices and payments.
12. When all that is done, pat yourself on the back for a job well done. (Get home safely if it's a late night!)
13. **Plan your NEXT screening.**

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