



VENUE REPORT

This form should accompany a Print Loan Request if your institution has not previously borrowed from the Academy Film Archive. You may be asked to submit a Venue Report if we do not have current (within the last 5 years) information on file for your institution. FIAF members need not fill out this form, but should indicate their member status on the Print Loan Request.

1. Main Contact Information

Borrowing institution: _____

Loan/Screening venue: _____

Sponsoring institution, if different (FIAF member preferred): _____

Primary contact name: _____

Mailing address: _____

Phone: _____

Fax: _____

Email: _____

Secondary contact name: _____

Mailing address: _____

Phone: _____

Fax: _____

Email: _____

URL / Website for borrowing institution: _____

____ Programmer's initials ____ Head Projectionist's initials



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2. General Venue Information

Is your institution sponsored by or affiliated with a FIAF member archive? Yes No

Type of institution:

- Film Archive Film Festival Cinematheque Film Society
 Museum Cultural Organization Other:

How many screening rooms are at your venue?

How many projection booths are at your venue?

Are there any additional film viewing or prep areas outside of the screening room or projection booth?
Yes No

Does your institution have telecine or video duplication equipment? Yes No
If yes, please describe:

Please indicate the number and type of public events that your venue offers (check all that apply):

- Annual film festival, screening approximately _____ films over _____ days/weeks
 Ongoing or seasonal screening program, with approximately _____ films screened annually
 Occasional screenings related to exhibitions or other programming, approximately _____ films screened annually
 Other public events and programming (lectures, gallery shows, classes, etc.) and their annual frequency:

Are screening rooms used for any purpose other than exhibiting films? If yes, please describe:

____ Programmer's initials ____ Head Projectionist's initials



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3. Projection Information

If you have more than one projection booth in your institution, please copy this page and fill out a copy for each booth.

Screening room name and number:

Does your projection booth have (check all that apply):

Proper equipment and precautions for screening nitrate film? Yes No

16mm changeover projectors (if yes, indicate how many: _____)

35mm changeover projectors (if yes, indicate how many: _____)

70mm changeover projectors (if yes, indicate how many: _____)

Platter system projectors (if yes, indicate how many: _____)

Projection plates for aspect ratios:

1.33:1 (silent) 1.37:1 (Academy) 1.85 2.35:1 Other (list):

For EACH projector in the booth including digital projection, please indicate model, foot capacity for film reels, and whether or not they can run at variable speeds. (Attach another page if necessary)

____ Programmer's initials ____ Head Projectionist's initials



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4. Projection Handling

How many projectionists are customarily employed for screenings?

If different for nitrate, 70mm, or other formats, please indicate:

Are written incoming/outgoing condition reports or projectionists' reports filed for all prints?

Yes No

If yes, please attach a sample of each form used.

Who performs print inspections before/after screenings?

If a film is broken before, during, or after projection, will you cut frames to repair film? Yes No

When necessary (explain):

If a film is broken before, during, or after projection, what kind of splice will be made to repair it?

Tape Cement Ultrasonic No splice will be made

Do you add cue marks to prints with: Grease pencil Marker Emulsion scratch

No cue marks are added Other (specify):

Are heads and tails cut from reels before screening? Yes No

Are several reels made up into larger reels before screening? Yes No

____ Programmer's initials ____ Head Projectionist's initials



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5. Shipping, Receiving and Handling

How are prints packed for return:

- Cardboard boxes
- Goldberg or other metal containers
- Same container in which it was received
- Other type of container (describe):

What kind of filler or packing material is used (if applicable)?

Where are loaned prints stored before/after screening? If more than one area, please describe procedures in detail:

Are storage areas secured with:

- Keyed locks
- Alarm
- Both
- Not secured
- Varies (describe):

Name and contact information for all individuals, including the projectionist, who are responsible for handling, inspecting and transporting film prints. (Please indicate position title and whether the person is a staff member, volunteer, intern student, or other):

Please list any training (within the last five years) projection staff has participated in; noting the instructing organization, type, and date:

Please list below any other film archives from which you have borrowed prints within the last five years. We may contact one or more of these venues for a borrower reference, so if you have worked primarily with a specific staff member, please provide their contact information.

Archive / Venue

Contact Name / Email Address



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6. Insurance and Safety Precautions

Are film prints loaned to your institution covered (check all that apply):

- Under all-risk/wall-to-wall museum coverage (while on exhibit and in transit)
- Against burglary and theft
- Against fire
- Against water damage
- Against natural disasters (earthquake, flood, etc.)
- Against employee dishonesty or negligence
- Against other damage or disappearance

Are you able to provide proof of insurance that covers loaned materials? Yes No

If yes, please attach a copy of the policy or other proof of insurance.

Please describe the fire suppression system in any buildings or rooms where film is stored, and in your projection booth(s), if different:

Please describe the security system used in any buildings or rooms where film is stored, and in your projection booth(s), if different:

What safety and handling precautions are taken to prevent damage, theft, piracy, or loss of loaned prints?

By submitting this venue report to the Academy Film Archive, the borrowing institution agrees to all guidelines and requirements listed on the Archive's website at <http://www.oscars.org/academy-film-archive/loan-policies> which includes assuming full financial responsibility for the replacement or repair of any damaged, lost, or stolen prints. Your signature below indicates that you are an authorized agent for this institution, and that the information provided in this report is complete and valid.

Signature of Film Programmer

Name (print)

Title

Date

Signature of Head Projectionist

Name (print)

Title

Date
