



## Outdoor Cinema Screenings

### Promoters Information 2017 (4)

#### The Process Checklist (OUTDOOR FILM)

	Contact the Popcorn Media <i>Mobile Cinema</i> team to arrange an informal chat to discuss dates, venue, film options, licensing, capacities, staffing, security, ticketing etc.
	When Popcorn Media <i>Mobile Cinema</i> have reserved a date for your event, fill in our Film Enquiry Form and return it to us. This outlines the details of the event including ticket prices.
	The Popcorn Media <i>Mobile Cinema</i> team informs you of the deals for your event.
	Confirm you are happy to proceed with the event (Email or writing).
	We will confirm the booking and invoice you for 50% of our fee.
	Box Office Ticketing Services will be set up and details will be passed to you for promotional material.
	You can begin to advertise and promote your event.
	Popcorn Media <i>Mobile Cinema</i> will arrange the film content and liaise with you about any additional services required for the event - i.e. on screen advertising.
	We will inform you of our schedule for the day of the event.
	We will provide you with copies of our Liability Insurances and Event Risk Assessment details.
	Popcorn Media <i>Mobile Cinema</i> will invoice you for the remaining 50% of our fee, payable 14 days before the event.
	On the day of the event, we will be on site at least 4 hours before sunset to set-up the systems.
	Popcorn Media <i>Mobile Cinema</i> screen the film and pack down.
	After the event, we submit your Box Office Returns and will invoice you for outstanding charges that will be payable to the film distribution company and PRS.
	Popcorn Media <i>Mobile Cinema</i> will be happy to begin planning your next event.