



Outdoor Cinema Screenings

Promoters Information 2017 (5)

Initial Film Enquiry Checklist (OUTDOOR FILM)

Organisation			
Contact Name			
Date of Event(s)			
Venue			
Capacities		Age Limitations	
Film Options		Certification	
Licencing	Entertainment / TEN	PRS	Filmbank
Ticketing	Prices	Availability	On-Site Provision
Box Office	Venue	Popcorn (%)	Hand Stamp
Staffing	Paid/Volunteers	Stewarding	identification
Security	Fencing/Site	Security	Money Handling
Parking	DDA	Distance	Management
Signage	Routes To Site	Permissions	On-Site Provision
Publicity	Posters	Leaflets	Social Media
Site Layout	Screen Position	Concessions	Pedestrians
Lighting	Ambient Lighting	Area Lighting	Parking
Toilets	Capacities	Wheelchair	Toilets
Concessions	Food	Drink / Alcohol	Other / Activities
Policies	Smoking	Lost Children	Customer Service
Income	Local Advertisers	Sponsorship	Charities