

IMPORTANT INSTRUCTIONS

Please read through these instructions carefully! They include details for how to run a smooth screening on NCFD.

This package includes:

- A copy of the film(s) you are screening
- A self-addressed and paid-for envelope so you can send your film(s) back after your NCFD event

Online at www.canfilmday.ca/resources you can also download:

- A pre-show to play just before screening the film
- 2022 Spotlight Films Reel, to play silently as patrons are entering your venue
- Host Script Template, which you can use as a starting point for how to introduce your event

Please test your DVD(s) and other files on the same system that will be used on the festival day. Scrub all the way through to make sure that it plays smoothly until the very end.

Please also ensure that the films are playing in the correct aspect ratio (i.e., the characters are not distorted – stretched or squashed) when they are projected on the big screen. Most projectors will have menus to adjust this ratio, if it does look strange.

About these resources:

We've put together a pre-show presentation for all our screening partners across Canada and around the world, which includes a brief message from the Governor General of Canada, Her Excellency the Right Honourable Mary May Simon, C.C., C.M.M., C.O.M, C.D., and a montage of great Canadian films to get your audience excited. Playing the pre-show right after your introduction, just before the film(s) begin, will help to make your screening feel like a special event, and reinforce that the day is part of a much larger NCFD celebration.

New this year, we've also created a special 2022 Spotlight Films Reel. This is a six-minute silent video featuring images of all the films in this year's Spotlight: Celebrating Indigenous Voices. Please feel free to screen this on a loop as patrons are entering your venue, so early arrivals will have something to enjoy.

On the next page, you'll find step-by-step instructions to help your screening stay organized and on schedule. Please feel free to amend this to suit your needs.

Please note: These instructions are for events that are playing from DVDs, where it may not be possible to make a smooth, immediate transition from pre-show to film. We've broken up the introduction in order to cover this changeover. If you can make a smooth and speedy transition to the film, please do so instead and have your speaker do the entire introduction off the top.

1. Audience files in. House lights on. 2022 Spotlight Films Reel playing silently on a loop.
2. When you receive the cue, stop the 2022 Spotlight Films Reel, turn on the microphone and go on stage, or send your host on stage, to introduce the event.
3. Introduction – welcome your audience and wish them a happy NCFD! In the coming days, at canfilmday.ca/resources, you will find a more detailed script to help you figure out what to say. If your venue is small, you may not need a microphone – we leave this up to you, but we do encourage use of microphones for rooms that hold 100 or more people.
- 4a. If you are able to switch seamlessly from the digital pre-show to showing the movie on DVD, then you may want to also say a few words introducing the film at this point. Then turn your microphone off, turn off house lights, and start the pre-show, followed immediately by the movie.
- 4b. If you need a few minutes to switch between the pre-show and the DVD, then you can turn the house lights and microphone back on after the pre-show plays, and allow your facilitator to come back on stage to say a few words about the film(s) while this switch is happening and someone is cuing up the film. Once the speaker is finished, please begin the film. Turn microphone and house lights off, and start the film.
5. *If* you will be holding a Q&A or discussion after the film(s), make sure to bring up stage lights or house lights, turn on microphones, and turn down film sound as soon as the film ends. In our experience, some audiences can get restless or think the event is over when they see credits, so if your event is not for cinephiles, you might consider beginning the discussion at the start of the credits.
6. Q&A or discussion with Guest and/or Facilitator (if applicable). Please provide one microphone per guest, if possible.

Once you're done, and within one week of your event, please remember to return your DVD using the pre-paid, self-addressed envelope provided.

Happy National Canadian Film Day!