

DVD Instruction Running Sheet



IMPORTANT INSTRUCTIONS

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

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 CanFilmDay event

Online at <https://canfilmday.ca/host-an-event/screening-partner-resources/> you can download the following:

- A 2023 Spotlight Films Reel to play silently as patrons are entering your venue before the screening
- A special 10th Anniversary pre-show to play immediately before the film, once audiences are seated
- An editable Host Script Template, which you can use as a starting point for how to introduce your event

Please test your DVD(s) and all other files on the same system that will be used on the event 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 montage of great Canadian films to get your audience excited. This is meant to be played right after your introduction, just before the film(s) begin.

The 2023 Spotlight Films Reel is a eight-minute silent video featuring images of all the films in this year's Spotlight: All You Can Watch Buffet. Please feel free to screen this on a loop as patrons are entering your venue, so early arrivals will have something to enjoy.

Both these videos will help to make your screening feel like a special event, and reinforce that the day is part of a much larger CanFilmDay celebration.

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. In 4b, 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, as in 4a.

1. Audience files in. House lights on. The 10th Anniversary Spotlight Films Reel playing silently on a loop.
2. When you receive the cue, stop the 10th Anniversary Spotlight Films Reel, turn on the microphone and go on stage, or send your host on stage to introduce the event. (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.)
3. Introduction—welcome your audience and wish them a happy CanFilmDay! Refer to the detailed script available at canfilmday.ca/resources to help you figure out what to say.
4. a. 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 (detailed in script). Then turn your microphone off, turn off the house lights, and start the pre-show, followed immediately by the movie.

4. b. 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 cueing up the film. Once the speaker is finished, turn the 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 the stage lights or house lights, turn on the microphones, and turn down the film sound as soon as the film ends.
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!