Online Events Instruction Running Sheet

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

Make sure to check your email for your personalized link to access your film(s) on our CanFilmDay+ streaming platform, powered by Cinesend. This email will also include instructions on how to test your links before the day of the event.

The subject line will be "IMPORTANT: Your film link(s) for National Canadian Film Day"

What's included:
We've created a special 10th Anniversary Spotlight Films Reel. This 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. You can find the Spotlight Reel on our website at https://canfilmday.ca/host-an-event/screening-partner-resources/

We've also 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.

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 CanFilmDay celebration.

Lastly, we've created a template script that you or your host can use as a starting point to planning how you will introduce the event for your audience at the front of the room. That's also available at https://canfilmday.ca/host-an-event/screening-partner-resources/

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.

1. Audience files in. House lights are 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. Once the speaker is finished, please begin the film. Turn the microphone and house lights off, and start the film. The preshow will automatically play before 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. 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 the Guest and/or Facilitator (if applicable). Please provide one microphone per guest, if possible.

Happy National Canadian Film Day!