

MoMA FILM

VENUE REPORT FORM

This form should accompany a Print Request Form if your institution has not previously borrowed from The Museum of Modern Art , Department of Film. You may be asked to submit a Venue Report if we do not have current (within the last 5 years) information on file for your institution. FIAF members need not fill out this form, but should indicate their member status on the Print Loan Request.

Main Contact Information

Borrowing Institution: _____

Primary contact name: _____

Mailing address: _____

Phone : _____ Fax: _____ Email: _____

URL / Website for borrowing institution: _____

General Venue Information

Is your institution sponsored by or affiliated with a FIAF Member Archive? Yes No

Type of institution:

- Film Archive Film Festival Cinematheque Film Society
 Museum Cultural Organization Other: _____

How many screening rooms are at your venue? _____

How many projection booths are at your venue? _____

Are there any additional film viewing or prep areas outside of the screening room or projection booth?

Yes No

Does your institution have telecine or video duplication equipment? Yes No

If yes, please describe: _____

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Please indicate the number and type of public events that your venue offers (check all that apply):

- Annual film festival, screening approximately _____ films over _____ days/weeks
- Ongoing or seasonal screening program, with approximately _____ films screened annually
- Occasional screenings related to exhibitions or other programming, with approximately _____ films screened annually
- Other public events and programming (lectures, gallery shows, classes, etc.) and their annual frequency:

Are screening rooms used for any purpose other than exhibiting films? If yes, please describe:

Projection Booth Information

If you have more than one projection booth, please copy this page and fill out one form for each booth.

Does your projection booth have (check all that apply):

- 16mm changeover projectors (if yes, indicate how many: _____)
- 35mm changeover projectors (if yes, indicate how many: _____)
- 70mm changeover projectors (if yes, indicate how many: _____)
- Platter system projectors (if yes, indicate how many: _____)

Projection plates for aspect ratios:

1.33:1 (silent) 1.37:1 (Academy) 1.85 2.35:1 Other (list): _____

For EACH projector in the booth, please indicate model, foot capacity for film reels, and whether or not they can run at variable speeds. (Attach another page if necessary.)

How often are your projectors maintained? _____ Monthly _____ Weekly _____ Other

How often do you clean the booth/bench/inspection area? _____

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Print Handling and Inspection

Are your projectionists informed of special handling instructions specified by the Lender? Yes No

Who performs print inspection before the screening? _____

Are written incoming/outgoing condition reports or projectionists' reports filed for all prints? Yes No
(If yes, please attach a sample of each form used.)

If a film is broken before, during, or after projection, what kind of splice will be made to repair it?

Tape Cement Ultrasonic No splice will be made

Do you add cue marks to prints with: Grease pencil Marker Emulsion scratch

No cue marks are added Other (specify): _____

Are heads and tails cut from reels before screening? Yes No

Are several reels made up into larger reels before screening? Yes No

Shipping, Receiving

Where are loaned prints stored before/after screening? If more than one area, please describe procedures in detail: _____

Storage areas are secured with:

- Keyed locks
- Alarm
- Both
- Not secured
- Varies (describe): _____

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Name and contact information for all individuals, including the projectionist(s), who are responsible for handling, inspecting and transporting film prints. (Please indicate position title, and whether the person is a staff member, volunteer, intern, student, or other):

Please list below any other film archives from which you have borrowed prints within the last five years. We may contact one or more of these venues for a borrower reference, so if you have worked primarily with a specific staff member, please provide their contact information.

Archive / Venue

Contact Name / Email Address

By submitting this venue report to The Museum of Modern Art, the borrowing institution agrees to all guidelines and requirements listed on the policies and procedures form. Your signature below indicates that you are an authorized agent for this institution, and that the information provided in this report is complete and valid.

Signature

Name (print)

Title

Date
