



C Fylm Quick Start Checklist

Before the Screening

- Book your film by emailing C Fylm (at least 4 weeks in advance, wait for confirmation before advertising).
- Confirm your venue booking (check lighting/blackout, equipment availability, access, seating, insurance).
- Recruit helpers (box office, projection/tech, refreshments).
- Promote locally (posters, flyers, word of mouth, parish noticeboards).
- Prepare membership forms, membership cards, and a cash float for change.
- Check your equipment is working properly, and test the disc C Fylm has sent in the post.
- If you have used online ticketing, prepare your membership cards in advance for audiences to collect on the door.
- Collect equipment from C Fylm (if hiring).

On the Night

- Set up equipment safely, check equipment is working properly, gaffer tape cables.
- Arrange chairs, with space for wheelchairs and 3m gap from screen to front row.
- Open doors at least 30 mins before your screening, and welcome your audience warmly.
- Check memberships at the door, collect new memberships and subs.
- Give a short introduction (about the film, thank-yous, share what's coming next).
- Enjoy the film! Pause for an interval half way through, if you like.

After the Screening

- Pack away equipment carefully, return to C Fylm office by next working day.
- Fill in the box office return form (audience numbers, membership details, feedback).
- Send forms, payments, and discs back to C Fylm as soon as possible.
- Start planning the next one!