

Screening requests must be entered online.

To submit screening requests, go to www.TheFilmCatalogue.com/portal/ and enter your username and password.

SCREENING REQUESTS

There are two ways to submit a film for screening:

1. **Films previously entered in The Film Catalogue:** From the OUR FILMS page, click on the “Submit Screening Request” link under the film title and review the listing for accuracy. Once complete, select the “Save and Submit Screening Request” button.
2. **Films not in The Film Catalogue:** Click on "Add New Film". From the "Add New Film" page, follow the steps outlined below.

STEP 1: "EDIT FILM" OR "ADD A FILM" PAGE

Information for the fields that are marked with * must be provided or the submission will not be accepted.

English Film Title: The title as it will be listed in The Film Catalogue and all schedules. Use Title Case – **do not use all capital letters.**

Alternative Title(s): The title in its original language and any other name the film may have had.

Subtitled: If film has subtitles, select YES.

Running Time:

If the running time is longer than 115 minutes, and the correct running time is not provided, the screening will end before the film is finished and subsequent screenings will be cancelled without a refund.

Films that are over 140 minutes will require two consecutive time slots and will be charged accordingly.

Genre, Language, Country of Production: This is a drop-down field. Multiple entries can be made by clicking on the selection.

People: One director, one producer, one writer and one cast member must be provided. Use the “Add Person” button.

Production Status: Please provide the most recent status of the film.

Production Year: Please provide the completion year.

Market Lineup: Films submitted for screening are part of your company’s AFM lineup. Select **YES** for this question.

Website/Trailer URL: This information is optional.

Show in The Film Catalogue: If you would like your film to be visible online in The Film Catalogue and in the AFM Screenings Guide, select YES.

Click SAVE & SUBMIT SCREENING REQUEST

STEP 2: SCREENING REQUESTS

At the top of the page there will be a summary of the film record. If any required information is missing, you will be redirected back to the film details page to provide the information before being allowed to proceed.

First Market Screening: Please indicate the market history of the film.

- **AFM Market Premieres:** Films completed in 2023 that have not screened at any Market.
- **Cannes Premieres:** Films that had their first Market screening at the 2023 Marché du Film.
- **Other Films:** Films that screened at a Market prior to Cannes 2023 or were completed in 2022 or earlier.

Screening Type - There are two types of AFM screenings:

- **Market Screenings** are the standard AFM screenings. They will be included in the online screening schedule and the AFM Screenings Guide. Some films may be included in AFM press releases and/or emails to Buyers.
- **Invitation Only Screenings** limit admittance to the Exhibitor's invited guests only. The words "Closed Screening" will be listed on the screening schedule and the film details will not be listed anywhere. Invitation Only Films **can be** in your market lineup. The screening times will not be shown.

If you are selecting an AFM ON-DEMAND screening, please choose Market as the Screening Type. You may also skip the Preferred Dates & Times and Assets sections.

World Premiere: If the film has not been screened in a festival, market, or for the public or press in any country, select YES for this question. World Premieres receive special visibility at the AFM. For a list of benefits, please refer to #1 in the "Additional Details" section of the *Screening Guidelines & Agreement*.

Slots Requested: To request a screening, click on the "Request Slot" button. Choose your format. To request more than one screening of a film, select the "Request Another Slot" button as needed.

Preferred Dates & Times: Choose five acceptable times for when this film can screen. Place a "1-5" in each of those boxes.

Assets:

- Under Asset Type, select the format of the film.
- Select the proper aspect ratio for the film.
- Choose the sound format that the film can play in to ensure that the film will be compatible with its assigned theatre.
- If screening format is a DCP, please answer the question about Drive Encryption.

If your film will be screening with more than one asset, select "Add Film Asset" to continue.

Special Remarks: Exhibitors are encouraged to provide information in this section to detail screening preferences for the film. This is an opportunity to provide a narrative to the AFM Screenings Department that allows the AFM to understand your needs for this film. For example, you can list your preference for theatre size, or request two consecutive screening times for a long film under 140 minutes, etc. The more information you provide the better.

Terms and Conditions: Check the box to indicate that you have read and agreed to the AFM Screenings Terms and Conditions. For more information, please refer to page 1 of the *Screening Guidelines & Agreement*.

Once all the required information has been entered, you may save the record as a draft or "Submit Screening Request".

REQUEST INVOICE

Once all titles have been submitted for screening, proceed to the "Screening Requests" tab to review the order. Select the titles you are ready to pay for by checking the box in the upper right corner of the record. Next, click the "Request Invoice" button at the bottom of the page. **IMPORTANT: If you do not select REQUEST INVOICE, your order for screenings has not been placed!**

A confirmation of your order along with an invoice will be sent by the Screenings Department within 48 hours. Payment types and instructions will be included on the invoice.

NOTE: Screening times **will not** be assigned without payment.

EDIT OR DELETE SCREENING REQUEST

To edit Screening Requests: Go to the "Screening Requests" page, find the film, and select "Edit" (found in upper right corner of the film record).

To delete a Screening Request: Go to the "Screening Requests" page, find the film title, and select "Delete" (found in upper right corner of the film record). **NOTE:** Screening requests cannot be deleted once a film has been reviewed by AFM staff. To delete a screening request after the film has been reviewed, contact the AFM Screenings Department at AFMScreenings@ifta-online.org.