

Public Performance License Request Form

This form must be received by the Campus Life Office by mail or email (Lemieux@fredonia.edu) at least two weeks in advance of when you want to show a film. Please call 716-673-3143 with any questions you may have when completing this form.

Movie/Film Title		
Date(s) of Showing	Time(s) of Showing	Location of Showing
Reason for Showing		
Approximate number of people attending?	Are you charging admission? <input type="checkbox"/> Yes <input type="checkbox"/> No	If "yes" what are the ticket prices?
Will you be advertising this showing? <input type="checkbox"/> Yes <input type="checkbox"/> No	How/where? <input type="checkbox"/> Facebook <input type="checkbox"/> Campus website <input type="checkbox"/> Posters* <input type="checkbox"/> Other: _____	*Please note the Campus Life office has a stamp that indicates your movie has copyright approval. This stamp must be on any publications you may be posting regarding the film you are showing.
CONTACT INFORMATION		
Group or Department making Request		
Name of Contact Person		
Email of Contact Person		Phone Number of Contact Person
PAYMENT INFO (Please select one of the following two options. If neither apply to you, contact Campus Life directly.)		
<input type="checkbox"/> SA Purchase Order	Have you completed a green SA Requisition form already? <input type="checkbox"/> Yes <input type="checkbox"/> No	If "yes," please include the P.O. Number
<input type="checkbox"/> SUNY Procurement Card * *Just select box only at this time. Campus Life will contact you directly if movie house needs your card number to order. 90% of the time Erin will just send an invoice via email for you to pay directly with your card.	Card number	
	Expiration Date (MM/YYYY)	Verification Code
	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	
FOR CAMPUS LIFE RECORDS ONLY. DO NOT FILL IN .		
Date Request Received	Date Film Ordered	Movie House Used
Email confirmation sent to user? <input type="checkbox"/> Yes <input type="checkbox"/> No	Date Film Arrived in Campus Life	Film picked up (Initials/Date)
	Date Film returned to Campus Life	Date film returned to movie house