



Collaborative Movie Event Policy:

Organizations may have film screening as a part of the ClemsonLiVE Movie Schedule with the approval of the ClemsonLiVE Movie Committee and/or Board of Directors. These collaborations are subject to many considerations and are solely at the discretion of the Movie Committee and ClemsonLiVE Board of Directors. Legal public performance rights must be secured for every film shown in McKissick Theater and any movie shown by ClemsonLiVE in other locations. Resources to show the film, financial and otherwise, are requested by ClemsonLiVE to be shared between ClemsonLiVE and the collaborating organization.

Application Process:

Organizational representatives (holding a leadership position within the group) may apply for a co-sponsored event by completing a Movie Collaboration Request Form. These forms may be found at the ClemsonLiVE Office in 700 University Union or on our website at www.ClemsonLiVE.com. These should be submitted to the ClemsonLiVE Office to the attention of the ClemsonLiVE Movie Director by email or in person. Applications will be reviewed in a timely matter, and applicants will receive notification of the decision of their application as soon as possible.

The Movie Committee of ClemsonLiVE plans the schedule well in advance, so collaboration requests must be submitted **at least a month in advance of the scheduled screening dates.**

Public Relations:

ClemsonLiVE will provide publicity for the event in two separate ways depending on the date of the screening. If the date of the screening is on a regularly scheduled movie screening day (Wednesday, Thursday (Fall Only), Friday, Saturday (Spring only), and Sunday), then ClemsonLiVE will provide PR that it would normally provide for its movies. For screenings on days other than those normally scheduled by ClemsonLiVE, it is the collaborating organization's duty to provide the majority of PR. ClemsonLiVE will announce that the organization's name and logo (if provided) in their general PR, however we will not provide special PR for non-regular showings of collaborative movies.

It is ClemsonLiVE's policy that the collaborating organization state ClemsonLiVE's name and include our logo (to be provided by ClemsonLiVE upon approval of collaboration) on all printed, audio, and electronic publicity material.

Financial Information:

The typical costs of a showing a movie in McKissick Theater includes the technical fees charged by the Hendrix Center's Technical Staff, the cost of securing the Movie License from the appropriate movie company, and the cost of any PR necessary to publicize the event. ClemsonLiVE always requests that the collaborating organization share the cost of financial resources required for showing the collaborative movie event. However, if the organization wishing to collaborate with ClemsonLiVE is unable to provide the financial resources to show the movie, the Movie Director, with the assistance of the Movie Committee and Board of Directors may, at their discretion, approve the collaborative effort with ClemsonLiVE providing the financial resources deemed necessary for a successful event. Specific delegation of responsibility for financial resources for the event is ultimately determined by the Movie Director and Board of Directors.

All of these policies are subject to change at any time at the discretion of the ClemsonLiVE Movie Director with the approval of the Board of Directors. **Failure to adhere to this policy will be detrimental to the organization's ability to work with ClemsonLiVE in the future.**

For additional information please contact the ClemsonLiVE office

Date Approved: