



# In-School Group Screening Form Chicago International Children's Film Festival

1517 W. Fullerton Ave.  
Chicago, IL 60614  
Tel: 773-281-9075 ext 3040  
Fax: 773-929-0266  
[groups@facets.org](mailto:groups@facets.org)  
[www.facets.org](http://www.facets.org)

## Group Contact Information

Name: \_\_\_\_\_

School/Organization: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: W \_\_\_\_\_ ext. \_\_\_\_\_ C \_\_\_\_\_ H \_\_\_\_\_

It can be difficult to contact teachers during business hours - personal numbers are a big help.

E-mail: \_\_\_\_\_ Fax: \_\_\_\_\_

Other contact name & number: \_\_\_\_\_

*(at school or organization)*

## Group Information

Number of children in group: \_\_\_\_\_ Age range: \_\_\_\_\_ Grade(s): \_\_\_\_\_

Number of adult chaperones: \_\_\_\_\_

Teachers and adult chaperones are admitted free of charge. There should be one chaperone per 10 children. Fees may apply for additional chaperones.

## Screening Information

Date: \_\_\_\_\_ Day of Week: \_\_\_\_\_ Time: \_\_\_\_\_

Program: \_\_\_\_\_ Grade Level: \_\_\_\_\_

YES, I'd like subtitles of foreign-language films to be read aloud.

NO, I do not want subtitles of foreign-language films to be read aloud.

Facets media educators read the English subtitles of foreign-language films aloud in programs for Pre-K through 3<sup>rd</sup> Grade (ages 2-8). If your students would benefit from subtitles being read aloud (programs for older ages) or not being read aloud (programs for younger ages), please let us know.

Location (name & address if different from above): \_\_\_\_\_

\_\_\_\_\_

(over)

## Group Numbers and Pricing

In-School Group Screening \_\_\_\_\_ @ \$8.00 = \$ \_\_\_\_\_

In-School Group Screening (Long Distance) \_\_\_\_\_ @ \$10.00 = \$ \_\_\_\_\_  
If school is over 30 mi. from Facets.

In-School Group Screening (groups less than 50 students)

\_\_\_\_\_ @ \_\_\_\_\_ = \$400.00 (flat rate)

\_\_\_\_\_ @ \_\_\_\_\_ = \$500.00 (long distance flat rate)

Chaperones \_\_\_\_\_ = FREE\*

Additional chaperones\* \_\_\_\_\_ @ \$10.00 = \$ \_\_\_\_\_

\* Free chaperones are based on an approximate 10:1 ratio of students to adults. Fees may apply for additional chaperones.

TOTAL \_\_\_\_\_ = \$ \_\_\_\_\_

DEPOSIT DUE (30% of total) \_\_\_\_\_ = \$ \_\_\_\_\_

BALANCE (due day of screening) \_\_\_\_\_ = \$ \_\_\_\_\_

## Payment Information

Payment Method (check one):  Check/Cash      Credit Card:  Mastercard     Visa     AMEX     Discover

Credit Card Number: \_\_\_\_\_ Expiration: \_\_\_\_\_

CVV/CVV2 # (on back of card): \_\_\_\_\_ Name on Card: \_\_\_\_\_

## In-School Group Screening Technical Requirements:

- School staff person **MUST** be responsible for audio visual projection and amplification
- Classroom, multi-purpose room or assembly hall with a screen
- BluRay player, DVD player, computer or laptop with DVD drive / and LCD projector. *Films will be presented on a non-region DVD-R, playable in most DVD drives or on most DVD players or on BluRay.*
- Separate speaker system for sound (**not laptop speakers**)
- [for larger spaces] Hand-held microphone for media educator
- Room must have shades (be able to be in darkness)
- Tech-check day of screening. Location staff are responsible for all technical elements.

## Group Screening Agreement

- Make checks payable to **Facets**
- A deposit of 30% is required to confirm your reservation and is due upon receipt of invoice.
- Deposit refunds are only available to groups who cancel 10 business days before their attendance dates.
- *I have read and understand the In-School Group Screening Technical Requirements.*

I (signature) \_\_\_\_\_ of (school or group) \_\_\_\_\_  
am authorized to book a screening with Facets and understand all of the policies outlined above.

Facets Field Trips, Attn. Ann Vikstrom, 1517 W. Fullerton Ave., Chicago, IL 60614, [groups@facets.org](mailto:groups@facets.org)  
PHONE: 773-281-9075 ext. 3040, FAX: 773-929-0266