

INTERNATIONAL LENS

Division of Responsibilities

OFFICE OF THE DEAN OF STUDENTS – FOR THE COMPLETE SERIES

- Coordinate calendar and communicate schedule with departments
- Provide graphic design staff to create posters, Web site design and calendar art
- Cover expenses for poster printing, reception and room rentals
- Reserve all venues for film screenings, discussions and receptions
- Make all arrangements for projectionist and technical staff
- Cover all tech services staffing expenses
- Research film distribution sources and order films
- Make all shipping arrangements for receipt and return of films
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- Handle promotion and marketing including: VU calendar & InnerVU submissions, listserv emails, Web site updates and poster distribution
- Provide staff for ticket distribution
- Make arrangements (procurement and staffing) for concession booth

CO-SPONSORING DEPARTMENT – FOR THEIR INDIVIDUAL SCREENING

- Submit completed *Request Form* by December 19, 2007
- Cover film rental expenses (approximate costs \$300 - \$400 per film)
- Meet all marketing & promotion timeline deadlines
- Make all arrangements for securing faculty to introduce film or lead discussion
- Assist with promotion & marketing
- Encourage students to attend film screenings