

Happy New Year!

International Lens Updates:

SCHEDULE: We are in the process of creating the program poster and would appreciate it if you would review the text that is included on the attached *Confirmation Form*. Please confirm by January 11 that all is correct for your film. This is the information that will be printed on the main poster for the series.

RECEPTION: Mark your calendars...Friday, January 18 from 3-5 p.m. in room 363 Sarratt Student Center, everyone is invited to attend a wine and cheese reception to inaugurate the *International Lens* series. Posters will be distributed and we will brainstorm promotion & marketing ideas.

WEB SITE: the url is www.vanderbilt.edu/internationalens the site is still under construction but we will have it up and running once the schedule is all confirmed.

LISTSERV: the address for this moderated list is ilens@list.vanderbilt.edu please help us populate the list by sending email addresses of faculty, students, and colleagues from your department. Email these by Jan. 18 to joel.logiudice@vanderbilt.edu We will be sending weekly emails that give specific information on each film.

PROMOTION: In addition to the poster with the full schedule, we are creating an individual poster to promote each film. This poster will give details on your department's involvement (i.e. who is introducing film or who is on a panel or is there a Q & A, etc.) A copy of the *Promotion Form* is attached to this email. Deadline to receive that information for your screening is _____.

DISTRIBUTION RIGHTS: Since the *International Lens* films are open to the public and not just for students registered in a specific class, we need to pay Public Performance Rights. We have researched distributors who own rights to the film you requested. On the attached *Confirmation Form* you will note the fee and format available for your film.

RENTAL FEES: The Office of the Dean of Students will handle ordering films and will cover all the shipping costs. Your department is responsible for the rental fee. On the attached *Confirmation Form* please indicate the account and center number to charge for the rental fees. The rental fee for your film is listed on the form and this is the amount that will be charged to your center. If your department indicated you have limited resources, please write in the amount that you are able to pay and this is what will be charged to your center. The Office of the Dean of Students will cover the remaining expense.

QUESTIONS: If you have any questions regarding the *International Lens* series your main contact will be: name _____, email _____, phone _____. This is the person who will be making all the cinema tech arrangements and working with you to obtain specific details for your film screening. In addition, your main contact person will be there the night of your film screening to ensure a successful event.

Thanks again for your participation,

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