



National Canadian Film Day (NCFD)

Film Package and Pre-show IMPORTANT INSTRUCTIONS

Please read through these instructions carefully! They include details for how to run a smooth screening on NCFD.

This package includes:

- A copy of the film(s) you are screening
- A copy of the NCFD pre-show on DVD (running time: 4 minutes 20 seconds)
- A suggested script to read at the start of your NCFD event
- A self-addressed and paid-for envelope so you can send your film(s) back after your NCFD event (*no need to return the pre-show DVD*)

We've put together a pre-show presentation for all our screening partners across Canada and around the world, which includes a brief message from our sponsors at Encore+ (a free provider of Canadian film and TV), a montage of great Canadian films that was created by REEL CANADA, and this year's NCFD promotional trailer (we think it will surprise you).

We ask that you play the pre-show following your introduction, just before the film(s) begin.

If it's easier for you to show a digital version of the pre-show, it's also available to stream or to download from our website: canadianfilmday.ca/downloads/

Please test all DVDs or files on the same system that will be used on the festival day. Scrub all the way through to make sure that it plays smoothly until the very end.

Please also ensure that the films are playing in the correct aspect ratio (i.e., the characters are not distorted – stretched or squashed) when they are projected on the big screen. Most projectors will have menus to adjust this ratio, if it does look strange.

Below you'll find step-by-step instructions to help your screening stay organized and on schedule. Please feel free to amend this to suit your needs.

Please note: These instructions are for events that are playing from DVDs, where it may not be possible to make a smooth, immediate transition from pre-show to film. We've broken up the introduction in order to cover this changeover. If you can make a smooth and speedy transition to the film, please do so instead and have your speaker do the entire introduction off the top.

1. Audience files in. House lights on. When you receive the cue, turn on the microphone and go on stage, or send your host on stage, to introduce the event.
2. Introduction – welcome your audience and wish them a happy NCFD! A more detailed script is included in this package to help you figure out what to say. If your venue is small, you may not need a microphone – we leave this up to you, but we do encourage use of microphones for rooms that hold 100 or more people.
3. Once you or your host is finished speaking, turn microphone off. Please start the pre-show DVD and turn house lights off.
4. When the pre-show is over, turn house lights and microphone back on so that the facilitator can come back onstage to say a few words about the film(s). Meanwhile, please switch DVDs and cue up the film. Once the speaker is finished, please begin the film. Turn microphone and house lights off.
5. *If* you will be holding a Q&A or discussion after the film(s), make sure to bring up house lights, turn on microphones, and turn down film sound as soon as the end credits begin to roll. In our experience, audiences can get restless or think the event is over, so we suggest not waiting for the credits to end before you get back up on stage to begin the Q&A.
6. Q&A with Guest and/or Facilitator (if applicable). Please provide one microphone per guest, if possible.