

LINCOLNSHIRE FILM ARCHIVE

ARCHIVE FILM SHOWS

Guidance for Programme Secretaries or others wishing to book an LFA Film Show

Programme:

Typically, shows consist of a brief introductory film about the work of the Archive, followed by a number of film items of various lengths and types projected onto a 6ft or 8 ft screen. The films are individually introduced and explained.

Most shows run for about 60 or 90 minutes, but they can be shorter or longer if you wish. However, we strongly recommend that any show longer than 75 minutes should include an interval.

There is no set programme. We select the items specially for each show, according to your general requirements. To assist us in making a suitable selection, it is a great help if you let us know what sort of audience you wish to cater for; e.g., roughly how many people; will they be mixed gender, or all male/all female; will there be a wide age-range, or do you expect mainly OAPs; and so on.

If you express a preference for material of a particular type we will try to take account of this. For example, some audiences ask for a bias in favour of their own region, whilst others like to see items from all over the county. Groups may also like an emphasis on subjects of special interest to them, such as domestic life, or agriculture.

Important note: Many items are deposited in the Archive subject to certain stipulations regarding their use. One of the commonest is that the material concerned is only shown to non-paying audiences, or that any money raised is for charitable purposes. When arranging a show, it is therefore most important to state clearly whether or not you propose to charge admission, and, if so, for what purpose, as this can affect the choice of programme material.

Equipment & Facilities:

We bring all the necessary equipment, except for blackout materials (see below). It is helpful if you can make a small table available, but this is not essential. We do need the use of a power point, of course.

To allow time for setting up the equipment, we require access to the premises at least one hour before the scheduled starting time. Since the equipment required for the show is bulky and heavy, **close access to the premises by van is essential, and parking must be available for us either on site or very close at hand.** We are sorry, but we cannot accept bookings for venues where parking is unavailable or remote.

Choice of Venue:

Most rooms or halls used for meetings are suitable, but to ensure the success of the show, one or two points need to be kept in mind.

Seating: It is a disadvantage to sit too close to the screen, so the front row should be at least twelve feet away from it. A central gangway is essential. It is important to bear both these things in mind when working out the seating capacity of small rooms. Some club audiences are accustomed to sitting in small groups round individual tables: this arrangement is not generally suitable for LHFA shows and we strongly advise against it.

Ceiling Height: Venues with limited headroom are unsuitable. To ensure good visibility, the top of the screen will normally stand 10 feet above the floor. A ceiling height of 8 feet is the absolute minimum acceptable.

Blackout: Please remember that really effective blackout is essential, and check your proposed venue with this in mind. In some halls, the existing curtains are too thin, or too loosely fitting, to exclude light effectively. Even in winter, street lamps or vehicle headlights can cause problems if windows lack adequate curtains. For summer evening shows, your blackout arrangements will be of the very greatest importance.

Charges for Shows:

Standard: Most of our shows take place in small halls and are booked by clubs, societies, interest groups, etc, either to raise money for bona fide charitable purposes, or as part of their regular schedule of meetings for members and guests, any admission charge or collection being merely to cover expenses, with the balance going to club funds. In either case, and provided the choice of programme is left to us, there is a standard fee for the show (depending on its length) plus travel expenses. Please phone or email for details of current rates. We are sorry, but we cannot normally accept morning, afternoon, or weekend bookings for shows of this type.

Special: The 'standard' fee does no more than cover our basic costs: so for all other types of show, the charge is negotiable according to circumstances. With larger venues such as theatres, or if a special programme is requested, our expenses are greater and our charges must reflect this. But please note that for major fund-raising events, (charitable or otherwise), it may be possible to limit our charges in exchange for a 'profit-sharing' agreement.

Special shows can be arranged to mark centenaries, or to run in conjunction with festivals, conferences, or exhibitions. Since the costs involved will vary widely according to what is required, charges for this type of show are subject to individual negotiation. Please note also that at least three months' notice will be required if material has to be specially prepared for your show.

Charges for Travel:

Travel expenses (based on mileage from Boston) depend on fuel prices current on the show date, so firm commitments cannot be given in advance. We can quote you the current rates, but with fuel costs notoriously volatile, it is advisable to allow for a possible future increase.

Telephone bookings:

If you make a booking by phone, please send a written or email confirmation as soon as possible. We cannot guarantee to reserve unconfirmed dates for more than seven days.

Publicity:

Programme secretaries often ask for a suitable form of words to include in their Club Calendars, press publicity, etc. We suggest the following, though this is in no sense obligatory:

LOCAL HISTORY ON FILM

A talk and film show featuring selected items from the Lincolnshire Film Archive.

Programme content is not usually finalised until shortly before the show date, to allow for the inclusion of recently accessioned items where appropriate. If you are likely to need details of the programme for your advance publicity, please let us know your copy date when you book the show.

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<p>The various points outlined above are for general guidance only. Shows can be tailored specifically to suit the wishes of the organisers, so please feel free to write or telephone to discuss your own particular requirements, or to ask for clarification.</p>
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