

SAMU Club Movie / Film Approval Form

*This form is to be used as a simplified alternative to the Club Event Approval Form for club activities/events that are limited in scope and involve only showing a movie/film. This form must be submitted to the Clubs Manager at least **ten working days in advance** of the event.*

Movies / films that are not your own creative property or for which you have not obtained a license cannot be shown to raise revenue. You may not charge any admission fees unless it is your own work or you have received documented permission from the content owner.

If alcohol, travel, or fundraising is involved, you must use the full Club Event Approval Form.

Contact Information

Club Name

Name of Organizer

Email Address

Phone Number

Date Form Submitted ____ / ____ / ____
(day-month-year)

Movie / Film Showing Details

Date of Event ____ / ____ / ____
(day-month-year)

Start Time _____

End Time _____

Name of Movie / Film

License Obtained Y / N NA

Outline Event Purpose

How Many Guests Are You Expecting? _____

Location of Event *If a room has already been booked, indicate the room number.*

- Classroom (CCC) _____ Kule Theatre
- CN Theatre
- ACC _____
- Other (On Campus) _____
- Off Campus (*Complete location details below.*)

Food & Beverage *Check all that apply.*

- This does not apply to our event.
- The event is being held in SAMU space and we are bringing our own food.
- The event is on campus and food is being ordered through Aramark.
- Met with Aramark to discuss our needs. (Catering Manager at 780-497-5028)
- Discussed labeling food to avoid food sensitivities.
- The event is held off site, and the facility is equipped to deal with food service/catering companies.
- The event is closed (members only) and is being done as a potluck. We are familiar with the potluck guidelines and there is a dedicated person for food safety coordination. Name: _____

Emergency Procedures and Responses

In the event of an emergency, contact the Clubs Manager immediately (workmanm@macewan.ca or 780.497.4362). After office hours, contact Campus Security (780-497-5554). If the event is off campus, discuss a plan with that facility's manager.

- An emergency response plan has been considered and put in place. (*Refer to the full Club Event Approval Form if you are unsure what should be included when considering emergency responses.*)

Complete if Your Event Is Held Off Campus

Name of Venue: _____

Phone Number of Venue: _____

Address of Venue: _____

Venue Contact Person: _____

How many people can the venue accommodate? _____