Showing Visual Media on Campus

Any individuals or organization wishing to show ANY film, TV show, or movie publically, including outside the home/residence hall room and to more than just family and friends will need to purchase rights to show the film. Please check with Office of Student Activities for more information regarding movies/films and to purchase rights.

When you need permission to show visual media:

- When you show a file in ANY public space (e.g., Residence Halls, classrooms, common areas, Greek lounges, etc.)
- If you use publicity to invite an audience (e.g., Emails, letters, flyers, web postings, etc.)
- If you charge admission to the event
- Even for educational purposes!
  - Sometimes there are special circumstances for educational viewings. In this case, be sure to have a written letter on Willamette letterhead from your professor stating it is for education purposes.

How to get permission to show visual media:

Most films come from distributors from whom you can purchase the rights. The two main distributors that you should consider using:

- SWANK Motion Pictures: [www.swank.com](http://www.swank.com) or 1-800-876-5577. Willamette Events Board (WEB) has a standing contract with SWANK and can assist you with obtaining rights or ordering the film.
- Criterion: [www.criterionpic.com](http://www.criterionpic.com) or 1-800-890-9494
- If neither of the above have the film, IMDB.com is a great place to check for distributors.

Cost to obtain the rights to show visual media:

- The fee, if applicable, will be determined based on the parameters of your event and the accessibility and the age of the film. Have all of the information about your event determined BEFORE calling the distributor.