

FILM SCREENINGS from A to Z

AS Equipment and Logistics

Beamer or projector

The choice of projector or beamer depends on the number of viewers and the desired brightness. For small-scale screenings, a projector with 2,500 to 4,000 ANSI lumens is sufficient. For outdoor and indoor screenings of up to 100 people, the recommended brightness is 5,000 to 6,500 ANSI lumens. Large-scale events require a brightness of 8,000 ANSI lumens or more. Some projectors only work at short distances, while others are equipped with lenses for longer distances (long-throw lens). Be sure to consider this when setting up the equipment.

Extra tip: Does the projector have adequate image quality? For film screenings, it is best to use an HD projector

Laptop or dvd/blu-ray player

Many film screenings still occur through DVD or Blu-ray. A Blu-ray disc has better image quality, but it cannot be played in a regular DVD player or drive. If you are using a laptop for the screening, check if it has a built-in DVD drive. Otherwise, you'll need to provide an external player. If you are showing a film digitally, try to avoid streaming whenever possible, as the screening would then rely on the internet connection. If the connection fails, the screening will be interrupted. With an MP4 file, you can screen offline. For playing an MP4 file, make sure a media player is installed on the computer (e.g., VLC Media Player).

You can also screen films through Bevrijdingsfilms' digital platform, EC Play, which also offers an option to screen offline. For more information, check the [website](#) or get in touch with us.

Film

DVD, Blu-ray, MP4, EC Play, Vimeo-link,...

Projectionscreen

For best results, project onto a projection screen. A white wall or cloth can be an alternative, as long as it is smooth, white, and clean. For small groups, a 2-meter-wide screen is sufficient; for groups of 60 or more, a minimum width of 4 meters is recommended.

Speakers

The basic audio setup for film is stereo, which means you should ideally provide at least two speakers, one on the left and one on the right of the room, to create the best cinema experience. For smaller groups, 60W speakers are sufficient, while for outdoor or large group screenings, we recommend 125W speakers. Using a single speaker, like a Bluetooth box, is possible but provides a different experience for viewers depending on their seating position.

Practical steps

Step 1: Request screening rights

If you want to screen a film publicly, you first need permission. Not all films can be shown publicly. Instructions for obtaining these rights can be found below under 'Screening Rights.'

Step 2: Choosing a location

When booking a location, consider the following factors:

- Can the space be darkened??
- Is the ceiling high enough for the screen setup?
- Are there enough power outlets?
- Is there a reliable internet connection (if needed)?
- Is there any disruptive external or ambient noise?

Step 3: Advertising and promotion

When advertising a film screening, beware to use the official press material. Each film has certain posters, stills, and trailers that are available for use in promoting your screening. Avoid creating your own trailers or making major edits to existing images.

Only start promoting after you've received official permission to screen the film. Nothing is worse than having to cancel an event and waste promotional materials because a screening was ultimately denied.

Step 4: Technical Setup, testing, and screening

Test the film a few days prior to the event. If the file or media is damaged, you'll still have time to request a replacement. Connect the laptop or DVD player to the projector using an HDMI cable. Speakers can be connected to the projector or laptop/DVD player. Be sure you have the correct audio cables, as each setup may require different types of cables and settings.

Example: You plan to screen using a laptop. The speakers are also connected to the laptop, but the sound comes through the projector instead. This happens because the computer automatically sends both audio and video through the HDMI cable. You can easily adjust this in the sound settings on the laptop.

Extra tips:

- Avoid a mess of cables on the floor to prevent accidents.
- For optimal image quality, screen in a darkened room (or after sunset).
- Test the sound volume from different spots in the room, as what seems soft in the back might be loud in the front row.
- Consider the screen height and seat placement. Avoid a setup where the front row has to crane their necks to see, or where heads in the front block the view.

Step 5: Reporting and billing

The cost of screening rights depends on factors such as audience size and any ticket sales. If you're organizing a free screening without registration, still count the number of attendees. You can then provide these figures to the organization from which you obtained screening permission.

Screening rights

When must I request and pay for screening rights?

If you wish to screen a film outside of a private household setting, you must request screening rights. This applies to student clubs in a clubhouse, classroom or school screenings, and professional organizations hosting a drive-in event. You can apply for rights at <https://www.bevrijdingsfilms.be/en/filmaanvragen>

Which films can I request?

Bevrijdingsfilms has agreements with most, but not all, film distributors active in Belgium. A general rule is that if a film has been released in the Benelux, we can either process your request or direct you to the appropriate distributor. Our online catalog includes films that we have in stock for rental. However, we manage the rights to many other titles. If you can't find a title in the catalog, please submit a request under "outside catalog."

How far in advance should I request a film?

We recommend requesting a film at least two weeks before your planned screening date. This allows us time to process your request and, if necessary, supply the film. Please don't promote your event until you have received official permission.

Why also Sabam ?

Unisono charges a separate fee for the music rights (soundtrack) in the film. You can report this directly through the Unisono website, or we can arrange this for a standard fee of €12 per film title.

I have already reported my screenings to Unisono/Sabam. Why do I still need to request screenings with Bevrijdingsfilms??

Unisono/Sabam handles the music rights (soundtrack) of a screening, but not the screening or image rights. Unisono directs you to Bevrijdingsfilms for these rights. More information can be found [here](#).

Why can I only screen a film much later than cinemas?

Bevrijdingsfilms handles screening rights for films in the "secondary circuit"—when they become available for the Home Entertainment market. Generally, this is 3 to 5 months after the theatrical release. If you want to screen a film sooner, please contact the respective film distributor directly.

Screening options

Do I have to use material from Bevrijdingsfilms, or can I use my own??

You're always allowed to use your own copy or even borrow one from a local library. Our online catalog shows which films we have in stock and in which formats they are available. This is an additional service, but **please note: even if you use your own copy, you must still request screening rights.**

What is the difference between a DVD, Blu-ray, EC Play and a DCP?

A Blu-ray is similar to a DVD but offers better image quality and can only be played on Blu-ray players (or PlayStations). DCP is the digital format used for cinema screens and certain cultural venues. We can only provide DCP for titles distributed by us. EC Play is our digital platform, which allows you to screen select films from our catalog digitally. You can download the EC Play user guide [here](#).

Can I borrow a film digitally from Bevrijdingsfilms instead of on DVD or Blu-ray?

Yes, we have a digital platform, EC Play, specifically for this purpose. We are steadily expanding our digital catalog, but it remains limited for now. In our online catalog, under 'All Formats,' you can filter by EC Play. If you think a title is missing, let us know, and we'll explore the possibilities.

Can I use Netflix, Disney+, or other streaming services to screen a film?

No, Video On Demand (VOD) channels are exclusively for individual use and may not be used for public screenings. Currently, you may only screen films via DVD, Blu-ray, our digital screening platform EC Play, or in some cases, via MP4. Be sure to inquire about available options when submitting your request.