How to Show a Movie at Your Event as a Student Organization

1. Be a registered student organization (RSO) with UNT Student Activities.
2. Understand that acquiring film rights is required.
3. Select the film of your choice
   - Make sure this is done in advance. Obtaining film rights can take anywhere from a couple of days to a couple of months to purchase.
   - Purchasing/renting a movie does NOT include the right to show it publicly.
   - YouTube videos, Netflix, and any online streaming sources still require the purchase of film rights.
4. Research the film’s copyright laws
5. Purchase the film rights to publicly show the film
   - If you are showing this anywhere aside from an enclosed space with close friends or family, film rights are required.
   - If you are showing this film to anyone outside of your registered student organization (RSO), film rights are required.
   - If you are showing this film outdoors or at a public place, regardless of the audience, film rights are required.
6. If the movie has Public Performance Rights (PPR) there is no purchase necessary.
7. After obtaining the film rights, plan to submit your event on OrgSync at least 15 business days in advance for approval.
   - “Business days” are considered a Monday-Friday week. Saturdays and Sundays are excluded from this count.
8. Provide a copy of the film rights or permissions (either in print or e-mail) to Event Safety. Showing a film during your event will automatically link Event Safety to your OrgSync request form.
How to Obtain Film Rights

From the institution or library:

1. Log on to the UNT Library website
2. Select “Books and More”
3. Enter “Public Performance Rights” (including quotation marks) into the search column.
4. Submit.
5. From there, options to narrow down the search include:
   - Selecting the “limit search to available items” box
   - Selecting “media library”
6. Select the film of your choice.
7. Ensure that “Public Performance Rights included” is in red text under the note section:

   | Notes In English. |
   | DVD; all regions; NTSC. |
   | Public performance rights included. |

8. Proceed to request the item for pickup, following all UNT Libraries procedures and deadlines.

From the producer or production company:

1. Swank Motion Pictures is an excellent resource for obtaining film rights for college campus events.
   - Select a film from the list that they offer and click on the Request a Quote tab to contact a representative.
2. OpenFlix has a database of PPR-approved films that are separated by genre.

To inquire about material not listed on PPR websites:

Contact:
U.S. Copyright Office (www.copyright.gov)
Reference and Bibliography Section - LM451 Library of Congress
Washington, DC 20559-6000
Phone: (202) 707-6850
Fax: (202) 252-3485

Event Safety contact information:

E-mail: EventSafety@unt.edu
Phone: 940-565-3355
Office: UNT Union, Suite 376 C