



SOCIETY FOR CINEMA & MEDIA STUDIES

Special Event Proposal Form

Due September 15, 2017

FORM INSTRUCTIONS:

(more comprehensive instructions and sample proposals can be found [here](#))

A small number of special events featured at the 2018 conference will be chosen from proposals submitted by SCMS caucuses and/or scholarly interest groups.

The SCMS Board of Directors will review and vote on special event proposals at the October board meeting. Conference budget limitations and scheduling will be taken into consideration in the determination of which events are accepted.

Proposals must include a description of the planned event, a listing of all sponsoring groups, and a projected budget.

If you plan to serve food from the hotel at your event or want to use the hotel's AV equipment and have questions after reading the attached budget form, please contact Leslie LeMond at leslielemond@scmsconference.com. If you have other questions while organizing an event proposal, please contact the home office at scms-office@ou.edu.

To submit a proposal: Please fill in the form below about your event and the linked spreadsheet about your planned budget and [submit](#) both by September 15, 2017. It is recommended that you begin by reading this form and the budget spreadsheet in full, as they contain useful information that can help you plan and budget your event.



Contact Information:

Names of Proposing Member(s)

Names of Caucus(es)/SIG(s)

Proposer Email Address(es)

Event Coordinator(s) (please provide names along with email addresses)

Proposal Information:

Title of Proposed Event

Proposed Location

Conference Hotel	Off-Site Location
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If off-site location, where? Please also indicate what steps you will take to reserve this space (please contact the venue prior to submitting your proposal to confirm availability, etc.):

Event Length

Expected Attendance

Proposed Budget

Please remember to fill out the budget form



For Screening Events Only

NOTE: For screening events, the submitter must confirm with the filmmaker/distributor that the film is available in the required format (Region 1/NTSC DVD)

Title of Film

Will Filmmaker Attend Screening?

Yes	No	Unsure
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If Yes/Unsure, Filmmaker's Name

Production Company/Maker

Country and Year

Run-time (in minutes)

Distributor Information (Include Name, Email, Mailing Address, and Phone)

Synopsis

Brief Summary of Event (300 words or less)

I will have the final description of the conference event to the home office no later than January 10, 2018

Yes

No

Appeal/Benefits to Caucus/SIG and SCMS Members (300 words or less)

A/V Requirements (if needed)

Planned Room Set-up

If you wish to hold your event in the conference hotel, the rooms are typically set theatre style, with chairs aligned in consecutive straight rows for sessions. Standard AV in the hotel will include LCD projector (and audio), VGA Cable (Mac adapters not included), Mini Audio Jack, Power strip, and wireless internet access.