

PUBLIC SCREENING FORM TUTORIAL



Hello, cultural agent!

You are about to request a free public screening of a Maria Farinha Films production. Our greatest commitment is to making cultural access widely available. We are thrilled to know that our films, documentaries and shows can be a tool for dialogue and spreading knowledge.

To schedule a public screening, the first thing you need to do is fill out the request form. It's very simple. To clear up any questions you may have, we've put together a short tutorial. Please read our terms and conditions of use and our privacy policy as well.

Please note that sessions must be **free** and have a **minimum audience of 5 people**. The access to our work is restricted to NGO and school representatives, government agencies, and educators. If your screening does not fit into any of these criteria, or if you are interested in licensing the film for another purpose, please write to us at contato@mff.com.br so that our team may answer you directly.

Once the form is submitted, our team will review your request and send you a link to the film on Vimeo within **3 business days**. If you require accessibility features, such as descriptive subtitles, Brazilian Sign Language, or audio description, or a link with a download option (please state your reason), just let us know in the form, OK?

Some of Maria Farinha Films productions also have a special file known as support material, which offers content suggestions to guide panel discussions and debates about each of our productions.

You do not need to submit any screening reports after the session. But we would be overjoyed to be sent photos of the screening sessions we helped promote all over Brazil.

Lastly, we would like to emphasize that it's strictly prohibited to share the link with third parties, upload the videos on streaming platforms, organize paid sessions, or profit in any way from screening the material provided to you.

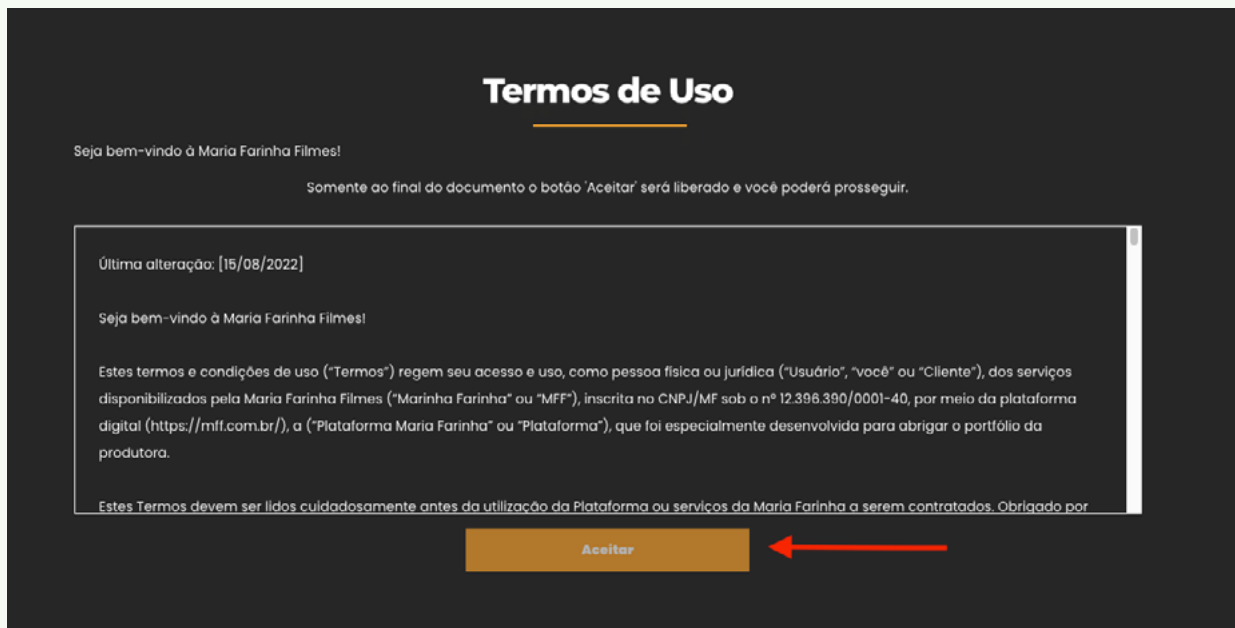
Now let's proceed to the tutorial!



STEP 1:

Read the Terms of Use

The first part of the form is reading the terms of use. The “Accept” button at the end of the page will only work once you reach the end of the document. It’s our way of knowing that the reading was concluded. This is how it works:



Initially, the button will be “dark” and unclickable. You need to get to the end of the document for the button to turn “bright” and clickable.





STEP 2:

Add your personal information

We need your full name, email address and phone number.

Nome
Maria Silva

E-mail
tutorial@mff.com

Celular
11912345678

Escolha a História para a sua Exibição:

A Educação está proibida A Juíza Corações e Mentes Criança a alma do negócio Eleitas

Gestos do chão Longe da Árvore Mesa Para Todos Muito além do peso Nunca Me Sonharam

O Começo da Vida O Começo da Vida - Série O Começo da Vida 2: Lá Fora O menino que não queria nascer



STEP 3:

Add the name of the institution you're representing

Nome
Maria Silva

E-mail
tutorial@mff.com

Celular
11912345678

Nome da Instituição que representa
Maria Farinha Filmes

Escolha a História para a sua Exibição:

A Educação está proibida A Juíza Corações e Mentes Criança a alma do negócio Eleitas

Gestos do chão Longe da Árvore Mesa Para Todos Muito além do peso Nunca Me Sonharam

O Começo da Vida O Começo da Vida - Série O Começo da Vida 2: Lá Fora O menino que não queria nascer



STEP 4:

Choose the production you want to screen

Check the box of the production you chose. You can only pick one production. In case you'd like to request more than one, you'll need to fill out another form.

Escolha a História para a sua Exibição:

A Educação está proibida A Juíza Corações e Mentes Criança a alma do negócio Eleitas

Gestos do chão Longe da Árvore Mesa Para Todos Muito além do peso Nunca Me Sonharam

O Começo da Vida O Começo da Vida - Série O Começo da Vida 2: Lá Fora O menino que não queria nascer

Outro Olhar - Uma nova perspectiva Outro Olhar (Charbel Gabriel) Pense grande Piripkura

Política: modo de fazer Política: modo de usar Repense o Elogio Tarja Branca Terreiros do Brincar

Território do Brincar Um Crime Entre Nós Um Lugar para todo mundo Waapa



STEP 5:

Add the date of your screening

Data de Exibição
14/10/2023

Local de Exibição
[Empty text field]

Média de Espectadores na Exibição
[Empty text field]

Descrição Breve do Evento
[Empty text field]



STEP 6:

Add the screening venue

Data de Exibição
14/10/2023

Local de Exibição
Auditório MFF

Média de Espectadores na Exibição
[Empty text field]

Descrição Breve do Evento
[Empty text field]



STEP 7:

Add the estimated audience size at the screening

In this field, tell us the expected number of viewers who will be watching the production.

Data de Exibição 14/10/2023	Local de Exibição Auditório MFF
Média de Espectadores na Exibição 15 pessoas	Descrição Breve do Evento



STEP 8:

Add a brief description of the event

Example: A meeting to debate food accessibility.
A class about early childhood.

In case you need a link with a download option, please state that in this field, elaborating on the reason you need it.

Data de Exibição 14/10/2023	Local de Exibição Auditório MFF
Média de Espectadores na Exibição 15 pessoas	Descrição Breve do Evento Encontro para debater o acesso à alimentação



STEP 9:

Check which version of the film you would like to watch

In this field, let us know if you need a version with accessibility features, such as descriptive subtitles, Brazilian Sign Language or audio description. If you don't need any of this, check the "Without accessibility features" option.

Qual versão do filme você deseja receber para a sua exibição?

Sem acessibilidade

Com acessibilidade



STEP 10:

Check that you have read and agreed with our Privacy Policy and Terms of Use and Services.

Li e concordo com a [Política de Privacidade](#) e [Termos de Uso e Serviços](#)



STEP 11:

Click on the "Send" button.

Sem acessibilidade

Com acessibilidade

Li e concordo com a [Política de Privacidade](#) e [Termos de Uso e Serviços](#)

Enviar



STEP 12:

Check the email you registered

Once the form is submitted, we will contact you within 3 business days. If your request fits the requirements, you will receive a link for the film.

Example of an email for an approved request:

Hello, Maria, how are you?

We're the Maria Farinha Films team and we've received your request to screen the film "Mesa Para Todos".

Here is the link:

[Mesa Para Todos](#)

Thank you, and enjoy the screening!



STEP 13:

Receiving the link

Clicking the link will redirect you to the Vimeo platform, where you can view the full film. Now, you can set up your screening session! Enjoy the movie!