

The Bosa Movie Theatre at Capilano University



THE THEATRE

The Bosa Movie Theatre at Capilano University is a 203 seat cinema whose primary purpose is to present pre-recorded content to a live audience. In addition to student productions, this theatre is also capable of presenting first run Hollywood productions. Star Wars: The Last Jedi, Marvel's Avengers: Infinity War, and the Darkest Hour are shows that have been screened at the theatre. The Bosa Movie Theatre is equipped with two projection systems. One is a 4K and 3D capable Christie DLP digital cinema projector and the other is a 1080p SONY projector.

CHRISTIE PROJECTION SYSTEM

The Christie Projection system requires a Film Studio Technician to operate and is only used to playback content from DCP sources, content requiring 3D projection, or content requiring surround sound. For further information about this system please contact a Film Studio Technician at (604) 986-1911 x3704.

SONY PROJECTION SYSTEM

Most users of the Bosa Movie Theatre utilize the Sony projection system which is operable from the front of house by using the provided HDMI and stereo audio cables. These connections support playback from the in house DVD and Blu-Ray player or a laptop provided by yourself that has a full size HDMI port. If you need to adapt your personal laptop to connect to a full size HDMI connector you are responsible for bringing an appropriate adapter. There is no expectation for any staff at The Bosa Centre for Film and Animation to provide technical support, extra equipment, or accessories for your own personal devices, including but not limited to laptops, tablets, and smartphones.



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PUBLIC ADDRESS SYSTEM

The PA system that is available consists of two wireless handheld microphones that can be used simultaneously. Microphone stands are also available. There is currently no ability to facilitate the use of hands free, lavalier type microphones. The current audio system that has been installed in the Bosa Movie Theatre has been tested by Dolby Laboratories to provide the most accurate playback possible of pre-recorded content. The needs of any live productions or presentations are subject to using the system that has been installed. There is no capacity to adjust the design or settings of the current audio system.

CONCERNS FOR LIVE PRESENTATIONS

There is no capacity at the Bosa Centre for Film and Animation to mix live sound, connect multiple audiovisual devices simultaneously, alter the installed lighting set up, or record presentations. This facility exists primarily as a movie theatre. There is no full time dedicated theatre staff or projectionist. Any other work or assistance needed before or during a show will be provided by a previously scheduled Film Studio Technician.

TEST SCREENING

In order to help make the event a success, you need to be available to come to the Bosa Movie Theatre prior to your show time (preferably two days prior, or more if possible), and with your content and any necessary devices to test the playback. The goal of the test is to verify that the visual and audio tracks play back correctly and to alleviate any other concerns that you or the staff at the theatre may have. You are responsible for any issues with colour or sound playback levels. There is no ability to adjust or correct the look and sound of your content during a show so a test screening is highly recommended.

BOOKING AND CONTACT INFORMATION

Bosa Centre for Film and Animation
604-986-1911 x3700
bosarentals@capilanou.ca





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BOSA CENTRE FOR FILM & ANIMATION

Bosa Theatre Booking Request Form

About the Bosa Theatre:

Video:

The Bosa Theatre supports DVD, Blu-Ray, and DCP (digital cinema package) video formats. Blu-Ray is the preferred optical format, as DVD will have a significant quality reduction. DCP formats are supported if you are familiar with them and can provide a license key or an unrestricted DCP. We ask that you supply us with your disc(s) or DCP(s) well in advance of your show date.

Please note that there will be a delay while the projectionist works if there is a change of format or disc between title.

PA System:

The PA system allows for handheld or lapel mics to project voice over the house speakers. You can use up to 2 microphones simultaneously. Use of the microphones requires the projectionist to physically switch over the connection from the exhibition audio sources to the microphone source, and then switch back when the show starts. This means that running commentary over the PA during audio playback is not possible.

Staff:

The Bosa Centre does not employ any full time theatre staff or projectionists. This work will be performed by studio technicians who will be rescheduled for this event, as well as for any test screenings in preparation for the event. These scheduling changes require 2 weeks notice. Should your event plans change, please let us know as soon as possible so that we can have staff available to work your show.

Security:

The Bosa Centre doors are controlled by computerized security. By default, the doors are set to lock on evenings and weekends. We need to schedule the doors to be open for your event, which we will do

through our IT department. Below you will be asked to specify any requirements you have in regards to the doors.

Communicating with the Projectionist:

The projectionist for your show will be working in isolation with little ability to monitor what is going on in the house. On the day of the event, the projectionist will provide you or your designate with a walkie talkie. By this means you will be able to communicate together while the projectionist is in the booth.

About Your Screening:

In order to help us make your event a success, we need to provide the projectionist with an easy-to-follow cue sheet. Please take a moment to document the following technical specifications of your screening material and event schedule. An example cue sheet is provided at the back of this document for your reference.

Technical Details for Cue Sheet

- 1) Title, duration, format, screening order, and start time for all titles to be screened
 - a. Please label all physical media numerically in ascending screening order
- 2) Timing and duration of any pauses or intermissions between titles or in the middle of a given title
 - a. This should include details for any lighting and sound cues that you would like to have take place during the pause
- 3) Time of day that you want the Bosa Centre doors to be open to allow patrons to begin to enter the venue area
- 4) Do you require microphones and use of the house public address?
 - a. If so, please indicate on your cue sheet how many mics you would like (up to 2 simultaneously, and please indicate whether you prefer lapel, handheld, or 1 of each)
 - b. Also, please indicate the timing and estimated duration of any microphone usage, particularly when it comes between video titles
- 5) Any other special information that it will be important for the projectionist to be aware of and with which he or she will need to follow along

Test Screening:

Please schedule a test screening in advance of your event by booking space in the theatre up to one week ahead of time. The goal of the test session is for you or your designate to work with the projectionist to preview each title that you plan to screen and verify that it works on our system. We will also at that time determine your preferred initial volume level.

The remainder of this document is an example of a cue sheet the help the projectionist follow your program to meet event programming needs.

BOSA CENTRE THEATRE EVENT CUE SHEET – EXAMPLE

Event Date: MM/DD/YYYY

MEDIA:

Note: On delivery, each item will be physically labeled with the Screening Order # indicated

Screening Order #	Title	Format	Duration
1	"Welcome Music"	Audio CD	~ ½ hour, loop
2	"My Short Film"	Blu-Ray	45 min
3	"My Friend's Short Film"	Blu-Ray	30 min (selection from a longer piece)
4	"My Feature Film"	Blu-Ray	90 min

SPECIAL HARDWARE:

1 handheld microphone for house public address

EVENT PROGRAM:

Time	Description
4:00 pm	Doors open House lights on Sound system playing "Welcome Music" CD [#1]
4:30pm	4:30 pm Sound system switch to microphone MC gives opening comments and introduces first film ~ 3 minutes on microphone
~4:35pm	House lights off Play "My Short Film" [#2]
5:20pm	House lights stay off Play "My Friend's Short Film" [#3] Note: This disc has louder volume than the previous title Stop this disc at the 30-min mark right after the picture fades out
6:10 pm	Intermission House lights on
~6:25 pm	Intermission ends MC Introduces final film ~ 5 minutes on microphone
6:30 pm	House lights off Play "My Feature Film" [#4]
8:00 pm	House lights up Q&A session, MC on microphone ~ 30 min
8:30 pm	Patrons exit Doors close