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Chairman The Rt Hon Kenneth Robinson  
Secretary-General Roy Shaw

17th May '78

Dear Film-Maker

As you're probably aware, the last six months have seen a number of debates that have touched on the workings of the AOCGB's Film-Makers on Tour scheme. As a result of these discussions, the Artists' Films Committee has agreed to introduce a new scheme to work in parallel with the first - that allows for admission charges to be made by the organising venue, but requires them to pay rentals on the films shown. (See attached description). More significantly perhaps, we've also revised the claim forms (see further attached) in the hope that the additional information solicited will be useful to both the participants and ourselves in the evaluation of the workings of this scheme. (Please throw away any of the earlier forms you may still have - and use these from now on).

The steady growth in the use of the Film-Makers on Tour scheme makes it increasingly important that film-makers should be vigilant about the way in which this scheme is used. The scheme is not intended, for example, to insulate venues against the financial loss that would otherwise result from their inadequate advertising; neither is it intended to be an infinite source of cheap lecturers for colleges; nor, on the other hand, is it an invitation to film-makers to make non-speaking 'star' appearances with their films. Film-makers must advise and assist venues with publicity; they should evaluate each venue's needs; and above all else, they must be prepared to talk, discuss and otherwise engage with audiences when using the scheme.

Finally, a reminder that we do require advance warning of all potential bookings - preferably in writing - firstly, so we can send you a claim form - secondly, so we can pass on any salient information that has reached us via other film-makers.

#### Film-Makers on Tour catalogue supplement

During the next month we are hoping to assemble a supplement to the existing Film-Makers on Tour booklet. All film-makers participating in the scheme - and any others who intend to use it during the next year or two - are asked to send in a 3-line biography; a brief statement, plus specimen programme/installations in outline, (with duration, equipment needed etc), plus relevant stills/diagrams - to the Assistant Film Officer - deadline June 2nd. Use the existing texts as a model -

but each film-maker will be allocated no more than one page in the supplement - as opposed to two in the existing booklet - so be conise as well as informative.

Equipment

The ACGB's 4 Elf 16mm projectors are available for (free) use with the Film-Makers on Tour scheme. Within the next two months they will be equipped with Elf's digital interlock system - which is capable of holding all 4 projectors in perfect sync. We are hopeful that some film-maker(s) will devise (a) small-scale travelling exhibition(s) to exploit this new facility in the not-too distant future.

To book this equipment, contact Kit Falstrup or DC.

The ACGB also has a limited amount of video equipment for free use - though this tends to be heavily booked. For video, contact Pat Dawson.

Yours sincerely

David Curtis  
Assistant Film Officer