Dementia friendly screenings

– information pack - template

# A note to dementia friendly screenings event producers

*This document is a template so you can prepare your own information pack for your dementia friendly screenings. You will need to complete information based on the specificities of your venue and the screenings you provide. Copy you may like to use is in* regular font*. Guidance notes are in italics.*

*Please ensure you use as many photos as possible to illustrate the space and provide visual guidance for your visitors. Write in a conversational and easy-to-read style. Your copy should be understandable to someone with a reading age of 8 years old.*

*To make the document easy to read we would recommend a minimum font size of 14 point, and choose an easy to read simple font. It’s also best to avoid using words in all capitals.*

*Sections on the story, trigger points and main characters, you may prefer to omit so you can use a single guide for all your screenings. However, if you can afford the time to update the document for each title, more information is always welcome.*

*If you are linking out to your website from this guide, please ensure that the web pages you are sending visitors to meet best practice accessibility guidelines. You can find out more about these here:*

[*https://www.w3.org/standards/webdesign/accessibility*](https://www.w3.org/standards/webdesign/accessibility)

*Visitors should be able to access the information on your website through use of screen readers. Where possible try to make information available to BSL users through a video.*

*The contents page can be automatically updated. Delete this page and update in MS Word and this contents item will disappear.*

**Dementia Friendly Screenings**

**Information Pack**

*Company logo*

*Organisation name and address*

*Box Office telephone and email*

*Website*

*Ticket prices*



Contents

[A note to dementia friendly screenings event producers 1](#_Toc499282594)

[When you arrive at the cinema 5](#_Toc499282595)

[The Foyer 5](#_Toc499282596)

[The Box Office 5](#_Toc499282597)

[Box Office team 5](#_Toc499282598)

[Front of House assistants and stewards 5](#_Toc499282599)

[Toilets 6](#_Toc499282600)

[Ladies’ toilets 6](#_Toc499282601)

[Men’s toilets 6](#_Toc499282602)

[Accessible toilet/s 6](#_Toc499282603)

[Our bar/café 6](#_Toc499282604)

[Interval 6](#_Toc499282605)

[Additional activities 7](#_Toc499282606)

[Inside the cinema 7](#_Toc499282607)

[The auditorium 7](#_Toc499282608)

[Running time 7](#_Toc499282609)

[Relaxed environment 7](#_Toc499282610)

[The Story 7](#_Toc499282611)

[Potential trigger points 7](#_Toc499282612)

[Main characters 8](#_Toc499282613)

[After the film 9](#_Toc499282614)

[Tell us what you thought 9](#_Toc499282615)

[Acknowledgements 9](#_Toc499282616)

Access to the venue

*Insert location details about where your venue is located including steps or level access available, how many entrances you have and how they are signed.*

*Insert an image of your main entrance.*

*Insert parking details including information about accessible parking spaces and nearby options.*

*Add an image of your accessible parking.*



*Insert some brief information around public transport options, and any initiatives you may be involved with to assist transport for your visitors.*

*Add any relevant images of transport.*

*Insert a website link to further details online if you have them available.*

*Invite your visitors to visit the building before the screening to get a feel for the space if they’d like to.*

# When you arrive at the cinema

## C:\Users\toki.allison\AppData\Local\Microsoft\Windows\INetCache\Content.Word\insert image.pngThe Foyer

*Provide a brief description of your foyer.*

*Insert an image of your foyer.*

## C:\Users\toki.allison\AppData\Local\Microsoft\Windows\INetCache\Content.Word\insert image.pngThe Box Office

*Provide a brief description of your box office and explain where it is located in your building.*

*Insert an image of your box office.*

## C:\Users\toki.allison\AppData\Local\Microsoft\Windows\INetCache\Content.Word\insert image.pngBox Office team

*Provide a brief description of how your visitor will spot your box office team – do they have a uniform or badge?*

*Insert an image of your box office team.*

## C:\Users\toki.allison\AppData\Local\Microsoft\Windows\INetCache\Content.Word\insert image.png

## Front of House assistants and stewards

*Provide a brief description of how your visitor will spot your front of house team – do they have a uniform, specific t-shirt, or badge?*

*Insert an image of your front of house team.*

Our staff and volunteers have received training about dementia to help our customers. It may be noisy and crowded when you arrive at the cinema. There may be a queue at box office, shop and café. Please ask our stewards if you need help finding somewhere to sit or a quiet space.

# Toilets

## C:\Users\toki.allison\AppData\Local\Microsoft\Windows\INetCache\Content.Word\insert image.pngLadies’ toilets

*Insert directions for where the toilets are located and how they will be signed.*

*Insert an image of the sign.*

*Insert an image of the entrance to the ladies’ toilets.*

## C:\Users\toki.allison\AppData\Local\Microsoft\Windows\INetCache\Content.Word\insert image.pngMen’s toilets

*Insert directions for where the toilets are located and how they will be signed.*

*Insert an image of the sign.*

*Insert an image of the entrance to the men’s toilets.*

## C:\Users\toki.allison\AppData\Local\Microsoft\Windows\INetCache\Content.Word\insert image.pngAccessible toilet/s

*Insert directions for where the toilets are located and how they will be signed.*

*Insert an image of the sign.*

*Insert an image of the entrance to the accessible toilet/s.*

*If you have a changing facility, please insert details of this.*

## C:\Users\toki.allison\AppData\Local\Microsoft\Windows\INetCache\Content.Word\insert image.pngOur bar/café

*Provide a brief description of your bar/café including if there is level access to it, the opening times, and what is on offer to patrons.*

*Insert an image of your bar/café .*

## Interval

*If you have an interval, explain what happens, particularly if you have an activity. State how long the interval is and where your audience should go during this time.*

## Additional activities

*Are you offering an interval sing-a-long or a workshop before or after the film? If so, don’t forget to mention it and explain what happens and where visitors are expected to go and for how long..*

*Have you created a safe/quiet space? Provide details of where this is and how to get there. Remind your visitors they can talk to stewards to get there..*

# Inside the cinema

## C:\Users\toki.allison\AppData\Local\Microsoft\Windows\INetCache\Content.Word\insert image.pngThe auditorium

*Explain the size and layout of the auditorium. Note where your visitors could be sitting, and if you offer pre-booking seat selection. Clarify where wheelchair users can be seated and how many spaces are available.*

*Insert a photo of the auditorium.*

The auditorium has \_\_\_\_ seats and \_\_\_\_ levels.

Your seat will be located \_\_\_\_

Our wheelchair spaces are located \_\_\_

## Running time

*Detail the film running time, the start time, at which point there will be an interval - if there is one – and the finish time. Explain that due to the nature of the screening being relaxed, start, interval and end times may vary.*

The film is \_\_h and \_\_\_m in total.

The interval will be after \_\_\_m.

The film will finish at approximately \_\_\_pm.

## Relaxed environment

As this is a relaxed environment screening, we invite our audience to talk, comment or sing throughout. We also expect the audience may choose to get up and walk around, or leave the screening during the film, and return. This is all absolutely fine and we welcome this. You will notice lighting may be altered from a usual screening to make it easier to get about. Sometimes we also alter the volume of the film to make it easier to watch.

## The Story

*Explain briefly what happens in the plot of the film. Also address the style or mood of the film so visitors know what to expect.*

## Potential trigger points

*Your advisory group and film programmer will be able to assist you in addressing which elements of the film may be more distressing. Please highlight any points where characters are upset, where there are arguments, or tensions.*

## Main characters

*Select the main characters and highlight the actor and character names.*

*Insert photos of the main characters.*



# After the film

## Tell us what you thought

*If you are running a survey or chatting with your audience after the film, explain this here so they know what to expect and can let you know if they would prefer not to participate.*

*If you are running a different method of evaluation, explain what this is and why you are gathering data. Talk your audience through what to expect – whether tablets to take digital surveys, voting boxes, post-it notes, creative workshops.*

*Give people an option to just contact you by email and/or phone to talk through their experience with you at a time that is easier for them. It is best if you can provide a contact person that is consistent and works on the screenings regularly.*

So that we can continue to improve these screenings, we may ask you to complete a survey after the film, or talk to one of our team. We understand if you would prefer not to do this.

If you are in a rush to leave, but you’d like to tell us what you thought, please email \_\_\_\_ at \_\_\_\_ or phone us on \_\_\_\_ .

# Acknowledgements

This guide was produced based on an existing pack produced by Oldham Coliseum, and guidance from A Life More Ordinary, a pioneering dementia friendly project led by Dukes Lancaster, with support from The Rayne Foundation, Esmee Fairbairn, and the BFI Film Audience Network.



