

Visual Education Centre Limited

30 MacIntosh Blvd., Unit 7, Vaughan, Ontario L4K 4P1, 1-800-668- 0749, ext 226,

www.criterionpic.com

IMPORTANT NOTICE TO ALL ADMINISTRATORS & TEACHERS

How to properly use your VEC Site License

As you are probably aware, it is very important to report the videos that have been shown in your school. The reporting periods are at the end of March, June, and December (if you prefer, you may continue to report monthly). If nothing was shown during the reporting periods, please mail, fax, or email a "nil" report to our office at the end of each reporting period.

The easiest way to keep track of what has been shown during each reporting period is to attach a reporting form to every audio/visual unit in the school. The individual Teachers will be able to keep an accurate record of what they have been showing. Once the lists are compiled at the end of each reporting period, they may be sent by mail, or faxed to our office at: 866-664-7545 (fax cover is not necessary as long as the School name/Board name and province are on the reporting form), or by email: diana@criterionpic.com , or report on line:

http://www.criterionpic.com/034/lcl_ppa.html , please be sure to include the name of your school and Board/Division, and/or your client number.

To find the newest feature films available, go to: www.criterionpic.com, click on RELEASE SCHEDULE. Search under Home Video Release Date - this is when the film will be available, to you, for rental or purchase in stores etc.

Please note: All videos/DVD's shown must be legally manufactured copies.

If you have any questions concerning the above, please do not hesitate to contact Diana Baudisch at 416-252-5907, or toll free at 1-800-668- 0749, Ext. 226, or email:

Diana@criterionpic.com