

# Ways to Pay

Booking and paying for the IFI Schools Programme 23/24



Irish Film Institute

## OPTION 1: ONLINE BOOKING



IFI Education has introduced online booking. This allows teachers to instantly book and confirm tickets. If you have a school credit card this is the best way to secure seats.

[ifi.ie/learn/booking](https://ifi.ie/learn/booking)

## OPTION 2: INVOICE PAYMENT

1

Email IFI Education team on [schools@irishfilm.ie](mailto:schools@irishfilm.ie) to request an invoice payment.

2

You will be sent a form to complete all the details required for invoice. When the form is received your seats will be held *provisionally* until payment is received.

3

A member of IFI finance team will email you your invoice. Please allow 2–3 days for the invoice to arrive.

4

Once you receive your invoice, payment must be made within 30 days.

5

Once paid a member of IFI Education team will email to confirm your booking.  
Your seats are officially booked!



The IFI Education team will work through your request as quickly as possible but please note that the above process takes time.

The only way to instantly book and confirm seats for your group is online at [ifi.ie/learn/booking](https://ifi.ie/learn/booking)