

**PARTICIPATE**

Welcome and thank you for your interest in volunteering with AFI FEST 2008 presented by Audi. As a Volunteer, you are a valuable part of a prestigious film festival community. The AFI FEST staff appreciates your hard work, dedication and enthusiasm! Whether you're interested in volunteering with the Theater Team, Special Events, or want to be on various crews, there are many opportunities to Volunteer. We just ask that you commit for a minimum of 3 shifts during the Festival, attend ONE Volunteer Orientation, and participate in any required training if you are given a special assignment.

**ORIENTATION**

Thank you for taking the next step in becoming a Volunteer at AFI FEST 2008! After the orientation session, you will be invited to sign up for Festival assignments out in the veranda. Staff will also be on hand to answer your questions.

**THE VOLUNTEER LOUNGE**

This year there will be TWO Volunteer Lounge locations where you are

required to **sign in** and **sign out** of your shifts:

The Arclight Volunteer Lounge is located at Sunset & Morningside, in the patio on the east side of the Cineramadome. Light refreshments for ArcLight Volunteers will be at this location.

The Roosevelt Volunteer Lounge is located on the second floor of the Roosevelt Hotel in the Academy Room.

Volunteers are encouraged to bring a lunch. Only Volunteers working six (6) or more hours will be given a food voucher.

When signing in, be sure to ask a member of the Volunteer staff about any refreshments available that day.

**VOUCHERS & BADGES**

Badges

All Volunteers will be issued a Volunteer Photo ID Badge. Your badge is for identification purposes and you are required to wear your badge while volunteering. Security will be tight so you must wear your badge at all times to get access to restricted areas. In short, any time you are on the AFI FEST premises, you must be wearing your badge.

At the discretion of the Festival management and with due cause, badge privileges can be changed or revoked at any time and you will be escorted off the premises. Please do not abuse your badge privileges.

Film Vouchers

The biggest reward for being an AFI FEST Volunteer are free movie tickets! Be sure to pick up your screening vouchers from a member of the Volunteer Department when you **SIGN OUT** of your shift. Below is a chart explaining this year's Volunteer incentives:

Every 4 hours = 2 film vouchers
60 hours: You will be maxed out @ 20 film vouchers
60 + : one year "Friend" level AFI membership
80 + : 2009 AFI FEST *Guest Pass
100 + : one year "Friend" level AFI Membership AND a 2009 *Guest Pass!

**Lost vouchers or badges WILL NOT be replaced.**

\*Guest Pass benefits include the following:

- Admittance to all regular screenings

- Access for one to the Cinema Lounge
- Official Festival Catalog
- This pass is non-transferable

\*Guest Pass-holders must complete one (1) Theater shift during AFI FEST 2009. Your Guest Pass can be picked up once Box Office makes all passes available to the public.

### DRESS CODE

Each Volunteer receives one (1) crew T-shirt upon check-in of their first shift at either of the Volunteer Lounges. You are required to wear your Volunteer T-shirt for every shift that you serve, unless your Department Manager has designated alternate attire for events you will be serving. These departments often ask Volunteers to dress in more formal attire: Press & Publicity, Special Events, & Sponsorship.

### VOLUNTEER ANNOUNCEMENTS

Receiving Volunteer Department newsletters and emails are important. This is the quickest way for the Volunteer Department to disperse last minute information as well as the best way for you to remain aware of any relevant changes. If you opt out of

receiving Volunteer Department emails, your Volunteer record will be archived and you will be unable to Volunteer.

### GETTING SCHEDULED

Volunteers are encouraged to schedule themselves for Festival assignments through VICnet (The Volunteer Information Center)! All Volunteers should receive a VICnet username and password; speak with the Volunteer Department if you do not have one. Scheduling yourself is easy:

1. Click the VICnet link near the bottom of the Volunteer page at [AFI.com/afifest](http://AFI.com/afifest)
2. Log in with your username and password.
3. Click "Check your Schedule" and on the next screen, just follow the instructions!

You will receive schedule reminders in your email 24 hours before your assigned shifts. If you are unable to schedule yourself through VICnet, let us know and we'll be happy to get you scheduled in person or over the phone.

### AFI FEST PARKING

Parking in the Hollywood area has always been a difficult issue. Unless you

are able to find a free spot in the surrounding residential areas, you will have to pay for a parking lot or garage. We encourage you to park in the Hollywood&Highland parking structure, which is \$2 for 4 hours or \$10 for the full day. Shuttles are available for quick transport to the ArcLight from the Roosevelt Hotel. You will be notified of other parking options if and when they become available. **AFI FEST does not reimburse parking fees or citations.**

### THE VOLUNTEER APPRECIATION PARTY

All Volunteers who help out during the Festival will be invited! Stay tuned for more info.

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Thank you for volunteering with AFI FEST 2008! We look forward to working with you in the upcoming weeks and know we'll have a great experience together!

### The AFI FEST 2008 Volunteer Department is:

Nicole Johnson  
*Volunteer Director*

Tracy Weatherby  
*Volunteer Manager*

John "JP" Post  
*Volunteer Coordinator*