



Festival Volunteer Guide

WHAT YOU CAN EXPECT

As a volunteer, you can expect to be a valuable part of a prestigious film festival production team. You can expect to be treated with courtesy and respect. Most volunteers are professionals, retirees, students or film patrons who love film. We want this to be a positive experience for everyone. You should expect to work hard while having fun. While there is a great deal of work to be done, there is also time to make new friends, as you enjoy the spirit of AFI FEST.

WHAT WE EXPECT

As an AFI FEST volunteer, we expect you to arrive for your scheduled shift on time, dressed appropriately, ready to work. We expect volunteers to treat each other and Festival patrons in the same way they would like to be treated—with a smile and courtesy at all times. We also expect volunteers to pitch in when needed, work hard, see some films and enjoy AFI FEST. We respectfully request that you refrain from distributing self-promotional items, which means no headshots, scripts, etc., while you are working a shift.

MANDATORY BAG-STUFFING AND ORIENTATION SESSION

The mandatory bag-stuffing and orientation session is on Sunday, October 30, at ArLight Hollywood, 6360 Sunset Boulevard from 2:30 – 7:30 p.m. After bag-stuffing, you'll become familiar with the Festival space, and receive a final orientation from the Volunteer Director and Crew Leaders. First we stuff the bags, then crew orientations happen. It is mandatory. Being absent will result in having six hours docked from your total hours. Add this event to your list of Festival obligations!

DRESS CODE

In general, plan to be comfortable and presentable. Your Crew Leader will advise you of all attire requirements for your crew. It is a good idea to have a change of clothing with you, in case of spills. Special events may require black slacks and a white button-up long sleeve shirt.

ATTENDANCE

If you will be late for your shift or need to cancel for any reason, you **MUST** call the Volunteer Department, preferably **BEFORE** the shift begins. If you miss or need to cancel a shift, we expect you to let us know in advance. You are expected to make up any missed shifts before the end of the Festival. Make arrangements with the Volunteer Coordinator if you miss a shift.

If you feel sick or have an emergency and must leave early, notify your Crew Leader or the Volunteer Coordinator first.

VOUCHERS AND BADGES

As a volunteer, you are entitled to certain volunteer rewards (perks), in exchange for the time you spend with AFI FEST. The awards structure is as follows:

12 hours: 2 film vouchers

24 hours: 4 film vouchers

36 hours: 6 film vouchers

42 hours CHOOSE:

8 film vouchers or 1 FEST PASS

For every six hours you work beyond 42 hours, you will receive one screening voucher. The maximum number of vouchers you may earn is 12.

Film screening vouchers must be exchanged for hard tickets to attend matinee or regular screenings. This is done at the AFI FEST Box Office at ArLight, beginning November 4.

Volunteers working 40-42 hours may opt to receive a FEST PASS (instead of vouchers.) The FEST PASS allows (but does not guarantee) access to all regular Festival screenings, as well as to

the Cinema Lounge). And new this year, the FEST PASS will allow entry to one of two Centerpiece screenings. We cannot guarantee which Centerpiece screening each volunteer will be admitted to, but you may request your choice as early as October 6, but no later than October 29. Keep in mind that your Centerpiece screening may be assigned, due to space constraints within the theater. The FEST PASS does not allow admission to opening/closing galas, parties or special events. More information can be obtained about the FEST PASS benefits from the Volunteer Dept. You may not change your choice of perks once you have taken possession of them.

Returning volunteers may earn 1 additional GUEST PASS, if the total hours exceed 80. (The name of the person receiving the GUEST PASS be determined in advance by you.) The name of this extra person must be emailed to the Volunteer Coordinator by October 25.

Some films will sell out early. If you *must* see a particular film, please plan to purchase a ticket in advance. Redemption of vouchers for hard tickets will begin at AFI FEST Box Office at ArLight on or after November 4. Remember that volunteers may be placed in overflow seating or asked to vacate seats in theaters to make more room for festival clientele. It is our hope to make this request in the direst of circumstances. (If you PAID for a ticket to a screening, however, you cannot be asked to leave.)

If you're volunteering prior to the Festival, please note: **ALL VOLUNTEERS ARE REQUIRED TO WORK AT LEAST FOUR SHIFTS ON A CREW DURING THE AFI FEST WEEK (11.3-11.13).**

Shifts vary in length, but most are four to six hours each. Even if you manage to put in enough hours for top-level AFI FEST volunteer perks, you must lend a hand during the Festival for a minimum of four shifts.

Volunteer perks will be distributed during Volunteer Check-In at ArLight Hollywood. Lost perks will not be replaced.

VOLUNTEER ANNOUNCE LIST

An e-mail address is essential. Festival volunteers have a Yahoo Groups Announce List! The Volunteer Department will automatically add you to the list once your volunteer application is turned in. You should begin receiving announcements on this list within a week of signing up. This is the primary way that the Volunteer Department sends out information about available shifts and opportunities in the pre-season. We recommend that you remain on this list through the Festival, so that you can get our events information quickly, including last-minute changes.

GETTING SCHEDULED

A Crew Leader will contact you by phone or e-mail to schedule you into available shifts. We will make every effort to put you on your first choice crews. Keep in mind that some crews are small and will fill up quickly, while others are quite large and need many helping hands. If you do not hear from a Crew Leader within eight days of signing up, contact the Volunteer Department. If you have regular daytime weekday availability, you might be able to work in one of our offices pre-Fest. Contact the Volunteer Department if you are interested in putting in time ahead of the Festival. It is quite likely that you will be required to commit to a schedule in advance of the film schedule release.

VOLUNTEER ID BADGE

All volunteers will be issued a Volunteer ID Badge that will serve to identify you to staff and patrons. Your ID badge is mainly to be used for identification purposes, but does afford you with some special perks. It provides you with access to the Cinema Lounge before 6pm. It also admits you to regular festival screenings if space is available, after all ticket holders and door sales have entered (at the discretion of a Theater Manager). The ID badge does not provide

you with access to Festival special events, and privileges can be changed at any time during the festival at the discretion of the Festival management.

Volunteers are required to wear the ID badge while on a shift. Do not lose the badge. It cannot be replaced.

PICKING UP YOUR PERKS

Review the information about volunteer perks in this document. Know which perks you want to receive, and mark them on your application. If you don't make a selection, we'll select vouchers as your preferred perk option.

Before your very first shift of the Festival, check in at least 20 minutes early at the Volunteer Desk, located at the AFI FEST Box Office at ArLight. You will pick up your volunteer name badge along with any perks you've earned, after which you'll report to your Crew Leader to check in for your first shift. The address for the ArLight is 6360 Sunset in Hollywood.

Volunteer Desk Festival Hours:

11.6 **11 a.m. – 8 p.m.**
11.7 – 11.16 **10 a.m. – 9 p.m.**
daily

WORKING THE FESTIVAL

After you check-in at the Volunteer Desk to pick up all credentials, you will report to your designated Crew Leader. Your Crew Leader(s) will brief you on any important changes to the schedule and place you. Crew Leaders will report all no-show and tardy volunteers to the Volunteer Coordinator in the first 15 minutes of each shift.

Report directly to the venue you are scheduled to work in. Your Crew Leader must sign you in and out for each shift. Please do not leave your area or post without telling the Crew Leader in charge. Always let him/her know where you are going and when you will return.

BE KNOWLEDGEABLE

Familiarize yourself with the schedule and the venue. Festival patrons will always want you to tell them where to find the water fountain, restroom, pay phone, etc. Take time to note those locations when you arrive.

Know what films are playing where, which filmmakers are in attendance and where events will be held. Much of the research can be done ahead of time online, by visiting the Festival site at www.AFI.com.

Always be prepared to help out wherever you are needed. Be sure to be courteous and polite to patrons, assisting as best you can. If there is a question you cannot answer, please refer the guest to the nearest Festival Theater Manager, Staff Member, Info Desk or Box Office.

PARKING DURING AFI FEST

You should always arrive early enough to find a parking spot so that you may reach your scheduled shift on time. You are responsible for your parking fees. AFI FEST does NOT arrange for free or discounted parking. If this policy changes, we will alert you via e-mail. The ArLight should have specific parking information for their garage on their Web site.

MEALS

Volunteers *might* be provided with snacks or meals; however, please plan to be responsible for your own nutritional needs at all times. There is a café onsite, and nearby fast food restaurants, or you may bring a sack lunch to eat discretely in our designated break area at ArLight.

VOLUNTEER CREWS

Again, there is no guarantee that you will be assigned to your first choice, but we will do everything we can to make sure you are placed where you can make the most of your talents.

SPONSORSHIP

Stuffing swag bags, product delivery/placement, banner hanging, survey distribution and collection, client support team.

TRANSPORTATION

Pick-ups and drop-offs as needed, airport runs, drive cars and vans. Drivers MUST be 25+ and have a valid driver's license and proof of insurance, but those not of age can be courtesy helpers on AFM shuttles.

FILM THEATER STAFF

Line managers, ballot counters, ticket takers, ushers.

SPECIAL EVENTS

Swag bags, event check-in, RSVP phone and data entry support, event production/maintenance.

VILLAGE PRODUCTION TEAM

Set-up, clean and paint lounge location; furniture movement and placement (set design experience preferred,) site maintenance; load-out and tear down.

CINEMA LOUNGE

Banners, area maintenance, catering help, event management throughout the Festival. Also assists with space tear down at end of the Festival.

BOX OFFICE

Line managers, box office counter and phone support, gala RSVP desk support.

FILM TECH

Build films, watch screenings for technical-related issues, print inspection, film traffic assistance.

DIGITAL MEDIA

DV camera operators, Final Cut Pro experience a plus.

OUTREACH

Street marketing, foreign language outreach to local communities, Quick Guide distribution.

PUBLICITY

Red Carpet, Press Desk. This crew will be hand-picked. Prior red carpet experience preferred.

GALA USHERS

Ticket takers, seating assistance. This is a specialized handpicked theater crew.

VOLUNTEER DESK

Floater/holding pool, Check-In Desk; Food acquisitions/staff hospitality, all pre-event office volunteers.

INFO DESK

Distribution of Festival guides, assists patrons with all manner of information requests. Familiarity with the downtown Hollywood area is a plus.

LEADERSHIP ROLES

The following unpaid volunteer jobs require an interview with the Volunteer Director. If interested, submit a letter of interest and a resume WITH your application.

CREW LEADER

Recruitment, scheduling and management of volunteers for a particular Festival crew. Availability for weekly pre-Fest meetings with Volunteer Director and other crew leaders, as well as availability for a large portion of the Festival dates. This is a very rewarding job for those who can make this sort of significant time commitment.

KEY VOLUNTEER

Makes a regular weekly commitment to a particular department pre-Fest, and is available to work within that same department for the duration of the Festival. Allows one to really learn about a specific aspect of Festival production.

INTERN

See Key Volunteer description above—the job is the same, but the intern can arrange for college credit with his/her educational institution.

FESTIVAL FAQ

Q: How are the films selected?

A: Film professionals select the films on the roster. Each film is viewed and rated. Selections are narrowed down in successive viewings. Some films are chosen from other festivals, such as Cannes and Berlin. This year, over 1,800 films were submitted for review.

Q: How can I see films?

A: Most films screen twice, so check the AFI FEST Quick Guide schedule. If you choose vouchers, redeem them immediately upon receipt for hard tickets to the films you want to see. If you choose the FEST PASS, plan to arrive early for each film and wait in line with everyone else to gain access to your chosen films. Certain films will sell out early, so a hard ticket is your best bet in some cases. A small percentage of each theater is held for pass-holders, so get in line and stay there to have a best chance of being seated with a FEST PASS.

Q: Do you have any advice for contacting a filmmaker?

A: If the filmmaker is present, he/she will be introduced before the film's screening. At the conclusion of the screening, patrons may approach filmmakers if they indicate they are accessible. Volunteers should not approach the filmmaker while they are on duty. Volunteers and patrons who wish to contact a filmmaker should refer to the information in the catalogue that lists the production company, address, phone and fax. Do not bother filmmakers or other special guests, as that is cause for dismissal from your volunteer duties, and you will not be asked back the following year.

Consult our Web site often, www.AFI.com, and read the AFI FEST Quick Guide. Updates and changes to the schedule will be posted throughout the Festival at the Cinema Lounge and the Info Desk. Both are located at The Arclight Hollywood.

We're excited to work with you. Thank you very much!!

Volunteer Department Team:

Volunteer Director:
Peggy Ellithorpe

Volunteer Coordinator:
Mike de los Santos

Phone: 323.468.3746
E-mail: festvol@AFI.com

FEST VOLUNTEER APPLICATION FORM

please print clearly

To help us better place you, please attach your resume

General Information:

NAME _____

ADDRESS _____

CITY/STATE/ZIP _____ E-MAIL _____

HOME PHONE _____ WORK _____

MOBILE/PGR _____ FAX _____

ALTERNATE # _____ DOB _____

CAREER/COMPANY _____ STUDENT/MAJOR _____

GENDER Male Female Your shirt size: (circle ONE) (AFI does not guarantee shirts) S M L XL 2X 3X

Availability: *The more detailed you can be, the more easily we can place you. Especially if you are interested in pre-Festival assistance.*

Pre-Fest?

SUNDAY _____

MONDAY _____

TUESDAY _____

WEDNESDAY _____

THURSDAY _____

FRIDAY _____

SATURDAY _____

During the Festival? *(Place an X in all boxes that apply)*

	Nov 3 Thurs	Nov 4 Fri	Nov 5 Sat	Nov 6 Sun	Nov 7 Mon	Nov 8 Tues	Nov 9 Wed	Nov 10 Thurs	Nov 11 Fri	Nov 12 Sat	Nov 13 Sun
AM											
Mid											
Eve											
Late Eve											

Skills and Interests: *Please list any skills that match our AFI needs (check all that apply):*

- | | | |
|---|--|---|
| <input type="checkbox"/> bartender | <input type="checkbox"/> page layout | <input type="checkbox"/> AV experience |
| <input type="checkbox"/> cashier | <input type="checkbox"/> portable amplification experience | <input type="checkbox"/> writing/journalism |
| <input type="checkbox"/> customer service | <input type="checkbox"/> PC experience | <input type="checkbox"/> e-mail (mass e-mail) |
| <input type="checkbox"/> personnel management | <input type="checkbox"/> stage lighting | <input type="checkbox"/> HTML/CSS (or webmaster) |
| <input type="checkbox"/> security | <input type="checkbox"/> own a 3CCD cam | <input type="checkbox"/> graphic experience |
| <input type="checkbox"/> copy editor | <input type="checkbox"/> Mac experience | <input type="checkbox"/> photo editing experience |
| <input type="checkbox"/> English degree | <input type="checkbox"/> film projectionist skills | |

IF FAXING, PLEASE PRINT NAME HERE _____

Computer application(s) that you can use proficiently: (MS Excel, Filemaker Pro, Pagemaker, MS Word, Final Cut Pro, etc.)
Please list version and which operating system(s)

Foreign language(s)

Indicate level of proficiency for each language: (speaks/reads/writes/translator/native speaker)

Please indicate any special training, skills or interests you have and what type of volunteer service you'd like to offer. _____

Is there anything you are unwilling to do as a volunteer for the Festival? (Serious or humorous answers are acceptable.)

Additional Information:

Are you under 18 years old? YES NO

PLEASE NOTE: Volunteers under the age of 18 MUST have written permission from parent or guardian.

How did you hear about AFI FEST? _____

Are you willing to run errands for the Festival? YES NO

Are you willing to drive guests during the Festival? YES NO

Do you have a valid California driver's license? YES NO (if yes, # _____)

Are you legally insured to drive a vehicle? YES NO

Do you have any medical conditions or ongoing medical treatments that we should be aware of? YES NO

If yes, please explain: _____

Emergency Contact:

Person to notify AND phone number and alternate phone number

Address/City/State/Zip

If a medical emergency should occur, we could provide the name of your insurance/health carrier. Do you wish this?
YES NO

If yes, please provide all necessary info below:

IF FAXING PLEASE PRINT NAME HERE _____

PLEASE FILL OUT ALL SIDES OF THIS APPLICATION

Choose one perk below, i.e. The amount of time you expect to work for the Festival:

2 vouchers (12 hours)

8 vouchers or Fest Pass (40+ hours)

4 vouchers (24 hours)

Extra Guest Pass (80+ hours) *Returning volunteers only*

Crew Preferences:

- | | | |
|--|--|---|
| <input type="checkbox"/> Awards Presentation | <input type="checkbox"/> Sponsorship Desk Mgmt. | <input type="checkbox"/> Office Support |
| <input type="checkbox"/> Box Office | <input type="checkbox"/> Sponsorship Goodie Bag Stuffing | <input type="checkbox"/> Photographers |
| <input type="checkbox"/> Cinema Lounge/Construction | <input type="checkbox"/> Sponsorship Late Night Lounge | <input type="checkbox"/> Press Desk (+ Red Carpet) |
| <input type="checkbox"/> Cinema Lounge/Deconstruction | <input type="checkbox"/> Sponsorship Product Delivery | <input type="checkbox"/> Hospitality Area Mgmt. |
| <input type="checkbox"/> Cinema Lounge/Events | <input type="checkbox"/> Sponsorship Survey Mgmt. | <input type="checkbox"/> Quick Guide Distribution |
| <input type="checkbox"/> Dome Ushers | <input type="checkbox"/> Technical/Booth Assistance | <input type="checkbox"/> Special Events |
| <input type="checkbox"/> Drivers for Pre-Fest Deliveries | <input type="checkbox"/> Volunteer Desk | <input type="checkbox"/> Theater Staff |
| <input type="checkbox"/> Filmmaker Check-In Desk | <input type="checkbox"/> Kodak Connect | <input type="checkbox"/> Transportation (Day/Night) |
| <input type="checkbox"/> Food Acquisitions | <input type="checkbox"/> Load-out and Cleanup | <input type="checkbox"/> Tribute(s) and Salute(s) |
| <input type="checkbox"/> Information Desk | <input type="checkbox"/> Marketing Flyer Creation | <input type="checkbox"/> Videographers |
| <input type="checkbox"/> Volunteer Desk | | |

Release:

I, the undersigned, understand that AFI is in no way responsible for any injury or theft that may occur during the course of my duties as a volunteer for AFI FEST 2005 presented by Audi. Any and all privileges assigned/offered by AFI may be revoked at any time, regardless of cause. I release AFI of any and all damage to persons/vehicles I use during the course of my volunteer services.

Volunteer Signature _____ Date _____

I maintain that all of the information listed on this form is correct to the best of my knowledge.

Volunteer Signature _____ Date _____

Duration:

Today's date: _____ to Festival end

Section below to be completed by AFI personnel. Do not write below this line

Volunteer Schedule AFI FEST VOLUNTEER 2005 Location: ANY AFI FEST LOCATIONS

Signature _____ Date _____
(Program Director)

Signature _____ Date _____
(AFI Representative)

Signature _____ Date _____
(Human Resources Representative)