



NOV 1-12 2006

PARTICIPATE

Welcome and thank you for your interest in volunteering for the 2006 AFI FEST presented by Audi. As a volunteer, you are a valuable part of a prestigious film festival community. AFI FEST staff appreciates your hard work, dedication and enthusiasm in making our 20th anniversary possible! Whether you're interested in volunteering with the Theatre Team, Special Events department, or want to be on various crews, there are many opportunities to volunteer. We just ask that you commit for a minimum 3 shifts during the festival, attend a volunteer orientation and training.

ORIENTATION

As a volunteer, you are required to attend one of two orientations held on Thursday Oct. 22nd 5-8 (AFI Campus) or Sunday, October 30th 11-3 (ArcLight Cinemas).* During these informative orientations you will be introduced to staff members and sign up for last minute shifts. It is essential that you attend the mandatory orientation.

DRESS CODE

Each Volunteer receives a crew t-shirt upon check in at the Volunteer Desk. You will need to wear your volunteer t-shirt every shift(s) that you work, unless your Crew Leader or Department Manager has designated alternate attire for events you are working. In general, plan to be comfortable and presentable. **Your volunteer t-shirt is for use when you are WORKING a shift. If you are wearing your t-shirt during a film screening, you will be**

presumed volunteering and you will be put to work.

ATTENDANCE

We count on you to arrive on time and participate during your volunteer shift that you have signed up for. If for any reason you cannot arrive on time or need to cancel your shift, please give the Volunteer Coordinator a courtesy call at least two (2) hours prior to your shift. This will give the Volunteer Department time to find a replacement for your missed shift. *Repeated absences will revoke your volunteer privileges.*

Check-in at least 30 minutes prior to your very first shift, at the Volunteer Desk. There, you will pick up your volunteer name badge, t-shirt, along with any vouchers you've earned during pre-fest. After you've checked-in, report to the venue you are scheduled to volunteer for. Your Crew Leader will sign you in and out for each shift. Please do not leave your area of post without telling your Crew Leader in charge. Always let them know where you are going and when you will return.

VOUCHERS AND BADGES

Vouchers

As a way of saying thank you for volunteering, the festival offers various incentives for your time spent working during AFI FEST. Shifts vary in length, most lasting 4-6 hours each. For every 4 hours you volunteer you receive one (1) voucher. It is required that you volunteer for a minimum of 3 shifts during the festival (Nov. 1-12), even if you have reached maximum pre-fest hours.

After your volunteer shift you will be given a specific amount of vouchers for the hours you have worked. Your film screening vouchers may be exchanged for hard tickets to attend screenings. Some films will sell out early. If you *must* see a particular film, please plan to purchase a ticket in advance. Voucher ticket redemption will begin at the AFI

FEST Box Office at ArcLight, on or after October 27th.

Below are the Volunteer incentives:

Example:

- 4 hours: 1 film vouchers**
- 12 hours: 3 film vouchers**
- 40 hours: 10 film vouchers**
- 50 hours: 13 film vouchers**

In addition to your accrued vouchers, those who have volunteered 60 hours (or more) are eligible to receive a 2007 FEST PASS** and an AFI Membership at the "Friend" level.

Badges

All volunteers will be issued a Volunteer Photo ID Badge during Check-In at ArcLight Hollywood. Your badge is for identification purposes and you are required to wear it while volunteering. These makes it easier for Festival attendees to find assistance quickly and easily. You need to have your badge in order to exchange a voucher for a hard ticket that will admit you into any regular festival screening, again, upon space availability. The badge doesn't provide you with access to Festival special events.

At the discretion of the festival management, badge privileges can be changed or revoked at any time.

Lost vouchers or badges WILL NOT be replaced.

VOLUNTEER ANNOUNCEMENT

Having an e-mail address is important. It is the quickest way for the Volunteer Department to keep in touch with you. From time to time the Volunteer Department will send out information about mixers, pre-fest opportunities, available shifts and any last-minute changes. We will not sell your e-mail address nor send spam. At anytime, you may opt out of receiving messages from the Volunteer Department.

GETTING SCHEDULED

The Volunteer Department will be hosting several meet and greet mixers (*dates and locations are TBA*). This is your opportunity to meet with festival staff, find out what each department does and sign up for volunteer shifts. Keep in mind that some crews are small and will fill up quickly. We will make every effort to place you in your first choice department.

Want to earn pre-fest hours? Many festival departments could use volunteers right before the festival kicks off. Give the Volunteer Department a call if you are interested and available during the weekday.

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 email.

MEALS

Plan to be responsible for your own nutritional needs at all times however Volunteers are provided with a meal or snack during their shift. 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 ArcLight.

For updates and changes to the schedule, please check your email, festival website or posted material at the Volunteer Desk.

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

The Volunteer Department Team,

Stacey Marbrey
Volunteer Director

Cole Akers
Volunteer Manager

Ryan Reiter
Volunteer Coordinator

Phone: 323.962.9182
Email:festvolunteers@AFI.com

Volunteer Desk Festival Hours:

Nov. 1 11am-8pm
Nov. 2-12 11am-10pm daily

* AFI CAMPUS
Mark Goodson Theater
2021 N. Western/Franklin
Los Angeles, CA 90027

ArcLight Cinemas
6360 Sunset Blvd.
Los Angeles, CA 90028

**Must remain an active volunteer and participate in 2007 AFI FEST.