



**VOLUNTEER INTEREST FORM
DEADLINE: FRIDAY, MAY 21**

***Come to a Volunteer Open House!
Details and dates at
www.SILVERDOCS.com/volunteers***

Welcome to SILVERDOCS. We seek a diverse group of locally based volunteers to work on the front lines and behind the scenes of this major event, based at the AFI Silver Theatre & Cultural Center in downtown Silver Spring, MD. We especially appreciate volunteers who will contribute at least one shift during Festival Prep (see below), as well as ample time during SILVERDOCS, June 15 - 20. Volunteers must also participate in an orientation; sessions will be scheduled for June 6 - 12. **For high-level volunteer positions, please also see pages two and three.**

Name: _____ E-mail: _____

Day Phone: _____ Eve: _____ *Please circle:* Under 21 Under 18

Mailing address: _____

Select the **festival teams and activities** that interest you:

- | | |
|--------------------------------------------------------|-------------------------------------------------------------------------------------|
| <input type="checkbox"/> Cinema Lounge – venue support | <input type="checkbox"/> Sponsorship |
| <input type="checkbox"/> Filmmakers’ conference | <input type="checkbox"/> Tech support |
| <input type="checkbox"/> Headquarters support | <input type="checkbox"/> Theater support, including ushers |
| <input type="checkbox"/> Hospitality & guest services | <input type="checkbox"/> Ticketing & registration |
| <input type="checkbox"/> Outreach & marketing | <input type="checkbox"/> Volunteer operations |
| <input type="checkbox"/> Parties & happy hours | <input type="checkbox"/> Transportation (Runners w/car. See also VIP Drivers, p 3.) |

How can you contribute to **Festival Prep?**

- | | |
|--------------------------------------------------------------------------|-----------------------------------------------------------------|
| <input type="checkbox"/> Distribute outreach materials (mostly weekends) | <input type="checkbox"/> Outreach event support (various times) |
| <input type="checkbox"/> Mailings and gift bag assembly (various times) | <input type="checkbox"/> SILVERDOCS Call Center (daytime hours) |

Which **skills and assets** do you bring?

- | | |
|-------------------------------------------------------------|-----------------------------------------------------------------|
| <input type="checkbox"/> Audience development/outreach | <input type="checkbox"/> Opening & closing facilities |
| <input type="checkbox"/> Coordinating large groups | <input type="checkbox"/> Outgoing personality |
| <input type="checkbox"/> Customer service/guest hospitality | <input type="checkbox"/> Phone/web research |
| <input type="checkbox"/> Fan of independent documentaries | <input type="checkbox"/> Strong proofing skills; eye for detail |
| <input type="checkbox"/> Film/video production | <input type="checkbox"/> Theater work (behind the scenes) |
| <input type="checkbox"/> Getting around the MD/DC area | <input type="checkbox"/> Theater work (front of house) |
| <input type="checkbox"/> Live event logistics | <input type="checkbox"/> Writing copy & business correspondence |
| <input type="checkbox"/> Live event tech support | <input type="checkbox"/> STRONG computer skills: |
| <input type="checkbox"/> Local community connections | Filemaker Pro MS Excel Mac |
| <input type="checkbox"/> Member services/phone hotline | MS Word Digital imaging PC |

What else do **you want us to know** about your interests or experiences?

When are you available for volunteer shifts?

Please circle:
Pre-Fest:
 Weekday AM..... Afternoon PM
 Weekend..... AM..... Afternoon PM
During SILVERDOCS, June 15 - 20:
 Tue – Fri AM..... Afternoon PM
 Sat – Sun..... AM..... Afternoon PM

(optional - page 2 of 3)

HIGH-LEVEL VOLUNTEER POSITIONS

If you are interested in volunteer positions that offer a higher level of responsibility and require a greater time commitment, please

(1) Fax or drop off all three pages of this interest form, along with a brief bio or resume.

-OR-

(2) If you wish to e-mail your brief bio or resume, include the titles of the positions that interest you, as listed below. Send to Volunteers@SILVERDOCS.com. You must also fax (or drop off) page one of this interest form. *E-mails will not be processed until we receive page one of this interest form.*

Name: _____

Check the positions that interest you:

	POSITION	REQUIREMENTS	TIME COMMITMENT
	AUDIENCE AWARD CAPTAIN: Coordinates production of audience ballots as well as the nightly tally during the festival.	Can produce spreadsheets. Has excellent arithmetic and proofing skills. Familiar with film festivals.	Prep during week of June 6; must be present from 6 PM – 11 PM on June 16 – 19.
	CINEMA LOUNGE CAPTAINS: Ensure smooth logistics and quality hospitality within this multi-use conference/lounge/ luncheon/interview space.	Prior event experience. Strong organization and communication skills. At least 21 y.o. Comfortable in “fixer” role for guests and events.	Orientation and set-up during weeks of May 30 & June 6; full-time during festival, day and/or evenings.
	CONFERENCE COORDINATOR’S ASSISTANT: Based at Festival HQ office, wrangles conference volunteers and provides support to Conference staff.	People person who can manage details and competing deadlines. Proficient on macs. Lots of phone time.	Flexible P/T hours ASAP; becomes full-time June 1. Mostly daytime during festival.
	CONFERENCE VENUE CAPTAINS: For assigned rooms, serve as go-to persons for set up, communication with tech, presenters, guests, and volunteers.	Familiar with conferences and/or live cultural events. Lots of walking. Comfortable directing volunteers and introducing presenters.	Extensive prep week of June 6. Full-time June 13 - 18. Splits schedule with partner, into AM or afternoon shifts.
	FESTIVAL PRODUCER’S ASSISTANTS: Provide logistics and admin support to Producer.	Superior Excel and Word skills, Filemaker Pro is a plus. Comfortable with filing, e-mail and phone time.	Begins ASAP, 15 consistent hours per week, day or early evening; full-time during fest.
	GUEST SERVICES CAPTAINS: Monitor green room and hotel check-ins. Escort talent. Provide logistics/admin support to Hospitality & Guest Services staff.	Outgoing. Comfortable assisting set up and maintaining room appearance. Experience working w/ high profile types. An eye for detail.	Orientation and prep during weeks of May 30 & June 6; full-time during festival, day and/or evening shifts.
	PROGRAMMING DIRECTOR’S ASSISTANT: Serves as runner and provides logistics/admin support to Programming team.	Lots of standing and walking between fest venues. Calm under pressure. Comfortable on phone and w/ macs.	Prep no later than week of June 6; must have open schedule during week of fest.

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(optional - page 3 of 3)

HIGH-LEVEL VOLUNTEER POSITIONS (cont'd.)

Name: _____

	POSITION	REQUIREMENTS	TIME COMMITMENT
	SHIFT CAPTAINS: Volunteer Coordinator’s liaisons to various fest departments. Help coordinate volunteer schedules, activities, policies, lounge and rewards.	People person who can manage details. Operations experience – may include production, or running a team project or a large household!	Occasional projects in May; substantial prep begins June 1; day and/or evening shifts + some weekends.
	SPONSOR LIAISONS: For assigned events, monitor placement of signage and acknowledgements; serve as sponsor “handlers.”	Experience interacting and negotiating with high profile types. An eye for detail.	Extensive orientation week of June 6; Splits fest week with partner; will include day & evening events.
	SPONSORSHIP FULFILLMENT CAPTAIN: Ensures and tracks deliverables, to and from sponsors, and to festival teams.	Phone presence. Strong Excel skills. Customer-oriented. Experience w/ merchandise inventory. Light lifting.	Begins ASAP, 15 hours per week, daytime; becomes full-time week of June 6.
	STREET TEAM CAPTAINS: Facilitate grassroots outreach to potential festival audiences. Help plan and lead distribution of materials by volunteers at events and venues, & in neighborhoods.	Inside knowledge of specific neighborhoods and issue groups. Outreach, marketing or community organizing experience.	Some prep in mid-May. Outreach activities especially heavy on weekends, late May through festival.
	THEATER CAPTAINS: For assigned screening room, serve as chief liaison to projectionist and house manager, direct ushers, provide brief introductions to audience, and troubleshoot in all areas.	Familiar with movie theater operations and/or live cultural events. Comfortable directing and addressing volunteers, filmmakers and guests. Must stand for long periods.	Orientation and prep during weeks of May 30 & June 6; full-time during festival.
	VIP DRIVERS: Drive festival vehicles to transport guests to and from airport and offsite locations.	Valid driver’s license with clean record. At least 25 y.o. Knows DC/ MD well. Personable & prompt.	Orientation & prep during week of June 6; various shifts available during festival.
	Additional openings within Headquarters and festival operations.		
	Additional openings within technical and live event support.		
	Additional openings within front-of-house or other guest and audience-oriented teams.		

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Fax to 301-495-6798, or drop it by the AFI Silver office, Mon – Fri 10 to 4:30, or bring it to a Volunteer Open House. Contact us at 301.495.6703 or Volunteers@SILVERDOCS.com.