

FILM FESTIVAL VOLUNTEER RESPONSIBILITIES

Please arrive on time and introduce yourself to your supervisor and other volunteers. Wear your T shirt. If you have forgotten it wear a volunteer tag. Ask to see instructions and check with your supervisor as to what he/she wants you to do.

General Guidelines

1. Pass holders line up in one line. Non-pass holders in another.
2. People may buy passes if they haven't already done so. They are \$30 or \$15 for students or unwaged (take their word for it).
3. Pass holders enter first as soon as the theatre is empty from previous film.
4. Non-pass holders may go in 10 minutes before film is due to start providing pass holders have all entered. For non- pass holders Suggested donation is \$8 or Pay What You Can.

Reserve some seats near the door for volunteers and latecomers especially at the Library.

5. Please give assistance to anyone who may need it. Be cheerful and helpful! You are the face of the festival and you will help make it enjoyable for the filmgoers.
6. **All three venues have Wheelchair access.** The Library and Showplace are straight forward - ask shift supervisor. Market Hall's wheelchair access is from the back (door facing Charlotte Street). We will have signage at the front doors asking those who need an elevator to send a message up to the volunteers. Someone will then need to come down with the key and open the door. Market Hall doesn't like leaving the door open.
7. Table with tickets and money should be watched at all times.
8. Let in latecomers quietly to seats near the rear door.
9. Encourage patrons to leave the theatre promptly after the film or block of films.
10. Hand out evaluation forms to people who want them especially on Sun.
11. Please do not leave after your shift until your replacement has arrived and the new volunteer feels comfortable. Take the time to explain the procedure.
12. Students should have supervisor fill in volunteer hours form and sign it.

Thank you for your time and enthusiasm!