

# **SLO FILM FEST**

**March 14-19, 2017**

**Film Wine Fun**

**Volunteer**

**Manual**

**[www.slofilmfest.org](http://www.slofilmfest.org)**



## How To Get Started

- Please fill out and return the 2017 Festival Volunteer Application .
- If you volunteered in 2016 and received sign up emails for the 2016 Festival, you will **not** have to provide us with a new application.
- You will be notified of the Volunteer Sign Ups by email. In 2017, we are continuing to have volunteer shifts for Film Screenings and Special Events available on line. If you indicated other interests on your application, you may be contacted prior .

### What you can expect as a Volunteer:

- Volunteer shifts run approximately 3-4 hours.
- You'll work with a team of Volunteers that enjoys movies just as much as you do.
- You'll have the opportunity to view films before they are released (as well as some that may never be released).
- You will have a rewarding experience while being treated with courtesy and respect. Although you will work hard, you can expect to have fun.

### Festival Volunteer Benefits:

For each shift that you volunteer for, you will receive one complimentary film festival pass. These are good for any regular Film Festival screening. You will have priority seating, along with Festival pass holders.

**2017 Festival Headquarters :**  
1009 Monterey Street  
San Luis Obispo  
Opening day will be in February, date to be announced. Please check website for the latest Headquarters information.

[www.slofilmfest.org](http://www.slofilmfest.org)

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# General Information

In order to make the Festival as successful as possible, please remember the following:

- Please write down your Volunteer shifts, noting date, time and location. You will receive a reminder before your shift from the respective Volunteer Coordinators or via email if you signed up online.
- It is very important that you show up and are on time for the volunteer shift that you signed up for, as your fellow volunteers are counting on you. If you cannot make your shift or would like to change shifts, please contact the Volunteer Coordinator as soon as possible.
- If you signed up for a shift online, please make all changes directly online.
- Please dress appropriately to the screening or the event you are working—Volunteers are the face of the Festival.
- Volunteers represent the SLO Film Fest, so please be pleasant and helpful to all Film Festival attendees. You will most likely be asked a variety of questions about the Film Festival, so please familiarize yourself with the information in the Festival Guide. They will be available at each venue.
- If you can not answer the Patron’s questions, please tell them you will help them find it. Refer the question to the Venue Coordinator, Board Members, or Headquarters Staff.
- While working, please refrain from activities that do not serve the interest of the Festival. This includes self-promotion to filmmakers or film representatives.
- Note any ideas you may have for improvements to the Festival, and refer them to the Volunteer Coordinators or Assistant to the Director—we always want to improve the Festival and our procedures every year.
- Have fun!



**Festival Venue Locations**

**San Luis Obispo:**

**SLOIFF Headquarters**  
1009 Monterey Street

**Fremont Theatre**  
1025 Monterey Street

**The Palm Theatre**  
817 Palm Street

**Downtown Cinemas**  
888 Marsh Street

**Mission Cinemas / next to Fremont**  
1025 Monterey Street

**Octagon Barn**  
4400 Octagon Way

**SLO County:**

**Park Cinemas**  
1100 Pine Street  
Paso Robles

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## Lights, Camera, Action...

### Checking in for Shifts:

- Please check in with Venue or Event Coordinator immediately upon arrival at venue.
- They will have a SLO Film Fest Volunteer Badge for you to wear to identify you to the public and the venue employees. This will give you access into the venue as well for your shift only.
- It is always a good idea to leave valuables and personal items locked in your car, as there are no secure spots to leave them at venues.
- Screenings and Events will have the need for various job assignments - your flexibility is appreciated in advance.
- The Venue or Event Coordinator will assign volunteers roles based on immediate need during the screening/event.
- At the end of your shift, please return the SLO Film Fest Volunteer Badge to the Venue or Event Coordinator. They will exchange it for your free screening pass.
- If you signed up for a screening/ event later in the festival, and would like your complimentary film screening pass early, please see the Volunteer Coordinator at Headquarters.
- Enjoy your free screening pass at any regular film screening. Don't forget - you can stand in the Pass Holders line for priority seating, up to 15 minutes before screening, and subject to availability.

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**Volunteer “Starring Role” Descriptions**

**Ticketing Host/Hostess and Office Assistants:**

1. Under supervision of the Headquarters Coordinator/s, you will working in the Festival headquarters.
2. You will be an important face of the Festival– you should familiarize with the Festival’s schedule and ticket information.
3. Assist the public with ticket sales. You will be trained on our ticket sales website, and will run cash, check, and credit card orders using the Festival computers.
4. Help the public and filmmakers with questions about the Festival and the area - parking, venue locations, restaurant suggestions, ticket information, etc.
5. The Headquarters is the center of the Festival’s activities. You may be assigned other duties to aid staff.
6. Please dress appropriately to greeting the public and to temperature variations in the building.

**Special Volunteering Opportunities:**

The Festival also needs volunteers who are interested in:

1. Driving (own car) for pick ups and deliveries
2. Assist in Fundraising and Donations
3. Distribution of printed materials throughout the county
4. Sharing their unique skills with the Festival!

Please elaborate on the Volunteer Application, or contact the Festival Volunteer Coordinator, Nancy Ross Joynt, at

[volunteer@slofilmfest.org](mailto:volunteer@slofilmfest.org)

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