

## Screening Host/Hostess Duties and Expectations

- You have signed up for a screening at a specific cinema, date and time. Please arrive on time and report to the Venue Coordinator.
- There may be more than one screening at your cinema at the same time. The Venue Coordinator may ask you to help with a screening other than that you originally requested. **You may not be able to see your film.**
- If you are approached by the Filmmaker or other VIPs, please direct them to your Venue Coordinator immediately.
- **IMPORTANT INFORMATION:** Pass holders are given priority seating up until 15 minutes before each screening, so do not seat general ticketholders until then. At that time, seating opens to general ticket holders. Pass holders arriving less than 15 minutes prior to start time must wait in line with general ticketholders for seat availability. In some cases, the Q&A and/or theater cleaning will run close to the next screening time. It's important to ask for attendees to wait until the theater is clean.
- Help by checking ticket stubs to admit people only to the screening on the ticket (some people attempt to use a ticket for one screening to get into another; because of limited seating this can create a capacity issue and trigger action to satisfy the fire regulations)
- Hand out evaluation forms and pencils to each attendee who has not yet filled one out (one per Festival Attendee), prior to the start of each film. Explain to attendees that these evaluation forms are vital to obtaining Film Festival funding and improvement of the event.
- Hand out Audience Award ballots to each attendee when Festival Competition film/s are being screened.
- Ensure theaters are empty after each screening. Festival attendees must go back out and stand in line for the next movie, even if they hold a Pass. Festival attendees may not change theaters (to see a different movie) as the headcount will not be accurate.
- Help by gently asking people to have conversations after the screening all the way out of the theater
- Collect completed evaluation forms, ballots and pencils from attendees as they leave each film.
- Tally up the ballot responses for each film in competition for the Audience Award and provide the results to the Venue Coordinator on the outside of the screening manila envelope (e.g. number of "5s", "4s", ... ). Save all counted ballots, and unused ones, and place in the manila envelope for that screening. They are important and will be collected by staff at end of Festival.
- Please hand you Volunteer Lanyard back to the Venue Coordinator when dismissed. They will then give you your Volunteer Screening Pass. Please do **NOT** take the Volunteer Lanyard outside the Venue.

**END OF SCREENINGS: PLEASE STAY UNTIL YOU ARE DISMISSED BY VENUE COORDINATOR**