

Volunteer “Starring Role” Descriptions

Screening Host/Hostess Duties:

1. Direct Film Festival attendees to correct screening room or theater. Tickets at the Fremont , Palm, and Downtown Cinema, will be sold at the theater box offices. Volunteers will sell tickets for all other venues.
2. 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.
3. VERY IMPORTANT: 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.
4. 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.
5. Hand out Audience Choice ballots to each attendee when a Festival Competition film is being screened.
6. Maintain adequate supply of programs, evaluation forms, and pencils at each theater. Let the Venue Coordinator or a Film Festival Board Member know if more are needed.
7. Collect completed evaluation forms, ballots and pencils from attendees as they leave each film. Completed evaluation forms are to be put into the manila envelope provided for each film and should be given to the Venue Coordinator.
8. Tally up the responses for the Audience Choice ballots and provide the results to the Venue Coordinator or any Board member.

