



# CASCADIA INTERNATIONAL WOMEN'S FILM FESTIVAL

## 2023 Volunteer Manual

### How To Get Started

- Please fill out and return the 2023 Festival Volunteer Waiver .
- You will be notified of the Volunteer Sign Ups by email. In 2023 our volunteer opportunities will be limited to the Festival's Special Events available online.

### What you can expect as a Volunteer:

- Volunteer shifts run approximately two hours.
- You'll work with a team of Volunteers that enjoys movies just as much as you do.
- 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:

- You have the chance to interact with our guest filmmakers.
- You'll hear the panel discussions at which you volunteer.
- You'll be part of a hard-working team creating an exciting, new event for our area that creates opportunities for those who live in our community and those who showcase their films at the festival.

# General Information

*In order to make the Festival as successful as possible, please read and follow these guidelines.*

- Please write down your Volunteer shifts, noting date, time and location. You will receive a reminder before your shift from the Volunteer Coordinator via email if you signed up online.
- Please show up and be on time for the volunteer shift that you signed up for, as your fellow volunteers and the festival 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.
- Volunteers are the face of the Festival. Please dress appropriately to the screening or the event you are working—no open-toed shoes or shorts. We ask that you bear a neat and tidy appearance, i.e. well-groomed and clean clothing.
- Every volunteer will be given a clip-on Festival Volunteer Badge to wear at the festival during your shift. Make sure you attach it to your clothing in a place that will be visible to our guests so that you are easily identified as a volunteer.
- Volunteers represent CASCADIA, 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 our Talking Points in the Festival Guide.
- If you cannot answer the Patron's questions, please tell them you will help them find it. Refer the question to the Volunteer Coordinator, Board Members, or Theatre Staff, when appropriate.
- 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 Coordinator or a Board Member—we want to improve the Festival and our procedures for next year.
- Have fun!

## Lights, Camera, Action...

### **Checking in for Shifts:**

- Please check in with Volunteer Coordinator or Assistant Coordinator upon arrival at each event. Sign\_In and Collect your Badge. This also gives you access into the venue for your shift.
- 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 Volunteer or Event Coordinator will assign volunteer roles based on your selection and immediate needs during the event / screening.
- At the end of your shift, please turn in your badge and Sign\_Out with the Volunteer CoOrdinator.

## Volunteer — Starring Role Descriptions

### Film Screening Host/Hostess:

1. Direct Film Festival attendees to correct theater.
2. Ensure theaters are empty after each screening.
3. 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.
4. Maintain adequate supply of programs, evaluation forms, and pencils at the theater. Let the Volunteer Coordinator or a Film Festival Board Member know if more are needed.
5. Collect completed evaluation forms, ballots and pencils from other volunteers and attendees at each film. Completed evaluation forms are to be put into the manila envelope provided for each film and should be given to the Executive Director, Volunteer or Event Coordinator or designated Board Member.

### Event Host/Hostess:

1. Each event is unique. Please learn about your event before you attend to better understand possible duties, expectations, and dress code. If you have any specific questions, please contact the Event Volunteer Coordinator, or the Festival Volunteer Coordinator.
2. The beginning of your shift may include setup. Please let the Coordinator at the event if there are any duties you are not physically able to do.
3. Duties during an event may include, but are not limited to: food assistance and serving; wine and other beverage service; clean up and restocking food, beverages, and supplies; other duties as needed for the particular event.
4. Along with duties assigned, please pick up glasses and trash during the event, and help with clean up duties afterwards.  

No one under the age of 21 will be allowed to work with or alongside alcohol at any event.
5. Please make sure you do not come to the event hungry– the food has been planned for attendees. Please do not arrive intoxicated or stoned to your event or film. **Please do not consume alcohol while on duty.** Anyone found not honoring this request will not be allowed to volunteer at the festival.
6. Provide hospitality by making all the attendees feel welcome at your

### Assistant to the Executive Director

1. Serves as the Executive Director's right-hand person during the festival
2. Driving may be involved if needed to pick up or deliver materials, etc to or from the theatre.
2. 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.
3. Help to maintain adequate supply of programs, evaluation forms, and pencils at the theater. Let the Volunteer Coordinator or a Film Festival Board Member know if more are needed.
4. 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 Volunteer or Event Coordinator.

5. Generally be available at all times to the Executive Director to assist with any unexpected tasks that occur during the festival such as restocking materials, retrieving filmmakers or other CASCADIA board members, escorting guest panelists to their positions, etc.

#### **Lobby Table Host/Hostess:**

1. Set up informational and merchandise table at least 30 minutes prior to each event.
2. Organize table items in a neat and visible arrangement. T-shirts should be neatly folded with sizes visible. Brochures should be neatly stacked and available for attendees to pick up.
3. Answer questions that attendees have about the Festival or our area. If you are unable to do so, refer a Board Member or the Volunteer Coordinator to them.
4. Conduct yourself in a pleasant, welcoming manner.
5. Insure that items for sale are correctly priced and well-stocked. If you need additional merchandise or brochures, let a Board Member, the Volunteer Coordinator or Executive Director know.
6. At the end of the Festival Day, please take down the table and store it in the designated place at the theatre. Gather materials and merchandise and place back into the envelopes or box. Stow away in designated place or give it to the Board Member or Volunteer Coordinator.

#### **Filmmaker Drivers/Concierge:**

Filmmaker Drivers must provide CASCADIA with proof of auto insurance and liability prior to assignment.

1. Introduce yourself to the Filmmaker and make them feel welcome. Let them know you can answer any questions about the area or Festival during their stay.
2. Provide transportation to and from the theatre, hotel, filmmaker's host home, airport or other destination. You will not be expected to drive out of the Bellingham metropolitan area.
3. Be on-call for filmmakers who need transportation to their home host or theatre. CASCADIA needs your cell phone number.
4. Be sure your car is clean and tidy and has sufficient fuel prior to your on-call shift.
5. Do not text or talk on your cell phone while driving filmmakers. If you receive an urgent or emergency call, please excuse yourself to your passenger, pull safely out of traffic and take care of the call as quickly and quietly as possible.
6. Please ask before playing music in your car while driving your filmmaker. The filmmaker might prefer to talk with you about Bellingham, the surrounding area or your life here instead.
7. Keep personal information to a minimum and do not ask the filmmaker for personal information unless they voluntarily engage you. They are here as our guests, we do not wish to place them in an uncomfortable or compromising position by revealing information about themselves that they are not willing to reveal. This includes asking for their phone numbers or e-mail addresses.
8. Make sure your Filmmaker knows where and when their film is screening so that you can get them there on time.

9. The Driver/Concierge is an important person in making our Festival special and personable. Always remember, you represent the Festival by your actions.

**Special Volunteer Opportunities:**

The Festival also needs volunteers who are interested in:

1. Driving (own car) for pickups and deliveries
2. Assist in Fundraising and Donations throughout the year
3. Distribution of printed materials throughout the county
4. Providing entertainment at the Festival's special events
5. Sharing your unique skills with the Festival!

Please elaborate on the Volunteer Application, or contact the Volunteer Coordinator,  
, at [volunteers@cascadiafilmfest.org](mailto:volunteers@cascadiafilmfest.org)