

Tallahassee Film Festival Volunteer Application  
April 6-10, 2011



Join Our Team of Volunteers  
**April 6-10, 2011!**

**It's time to sign up again!**

Volunteers are needed before and during the 2011 Film Festival, available volunteer times:

- ✓ Weekdays
- ✓ After work
- ✓ Weekends
- ✓ Late night

**Please note:** We will always try to accommodate your interests and schedule.

**Contact Information**

(Please print clearly)

<b>Name</b>	
<b>Address</b>	
<b>City/State</b>	<b>Zip</b>
<b>Phone</b>	
<b>Employer/School</b>	
<b>E-mail</b>	

**Age**

(Please place an 'X' next to one)

<input type="checkbox"/>	<b>Under 20</b>
<input type="checkbox"/>	<b>20-24</b>
<input type="checkbox"/>	<b>25-32</b>
<input type="checkbox"/>	<b>33-40</b>
<input type="checkbox"/>	<b>41-54</b>
<input type="checkbox"/>	<b>55+</b>

**Emergency Contact Info**

(Please print clearly)

<b>Name</b>	
<b>Phone</b>	

**Instructions to apply**

Please review the volunteer shift descriptions on pages 2 and 3. Complete the application and e-mail to [laurajdowney@gmail.com](mailto:laurajdowney@gmail.com)

**Availability**

(Please place an 'X' next to all that apply)

DATES AVAILABLE	
<input type="checkbox"/>	<b>August-March</b> Pre-Film Festival Assistance
<input type="checkbox"/>	<b>April 1-5<sup>th</sup></b> - Set-up
<input type="checkbox"/>	<b>April 6<sup>th</sup></b> - Onsite Volunteer
<input type="checkbox"/>	<b>April 7<sup>th</sup></b> - Onsite Volunteer
<input type="checkbox"/>	<b>April 8<sup>th</sup></b> - Onsite Volunteer
<input type="checkbox"/>	<b>April 9<sup>th</sup></b> - Onsite Volunteer
<input type="checkbox"/>	<b>April 10<sup>th</sup></b> - Onsite Volunteer
<input type="checkbox"/>	<b>April 11<sup>th</sup></b> - After Festival volunteer efforts
TIMES AVAILABLE (Please place an 'X' next to all that apply)	
<input type="checkbox"/>	<b>Mornings:</b> 8:00 a.m. to Noon
<input type="checkbox"/>	<b>Day:</b> Noon to 5:00 p.m.
<input type="checkbox"/>	<b>Evenings:</b> 5:00 p.m. to 1:00 a.m.

**IMPORTANT GUIDELINES:**

**2 hour Orientation is MANDATORY**

- ✓ Learn details of the different positions
- ✓ Receive important training documents
- ✓ Receive your official TFF T-shirt
- ✓ Receive volunteer assignments
- ✓ Receive your TFF Volunteer Badge
- ✓ Meet other staff and volunteers
- ✓ Participate in a question and answer session

**T-Shirts**

(Please place an 'X' next to a gender and a size)

	<b>FEMALE</b>	<b>MALE</b>
	Small	Medium
	Large	
	1X	2X
		3X

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**Volunteer Orientation**

**I can attend Volunteer Orientation on:** (Check all that apply)

<input type="checkbox"/>	Monday-Friday Daytime
<input type="checkbox"/>	Monday-Friday Evening
<input type="checkbox"/>	Weekends Day Only
<input type="checkbox"/>	Other:

**Areas of Interest**

(Based on where you would like to be placed, put a #1, #2, #3 in order of preference.)

<input type="checkbox"/>	<b>Willing to do ANYTHING wherever I am needed!</b>
<input type="checkbox"/>	48 Hour contest
<input type="checkbox"/>	PR/Marketing
<input type="checkbox"/>	Administrative Support
<input type="checkbox"/>	Hospitality/Transportation / Host/ Hospitality Center
<input type="checkbox"/>	Special Events and Parties
<input type="checkbox"/>	Venue Assistance
<input type="checkbox"/>	Education Panels
<input type="checkbox"/>	Education in the Schools
<input type="checkbox"/>	Awards

**Please Note:** We cannot guarantee you will receive the position you request, but we will try to match you with the appropriate department. Volunteer assignments will be made based on the quick return of your application for first choice of assignments.

**Volunteer Shift Descriptions**

<b>Team</b>	<b>Shift Dates</b>	<b>Helpful Skills</b>	<b>Sample Duties for Volunteers</b>
<b>PR/Marketing</b>	Before, During & After	<ol style="list-style-type: none"> <li>1. Organizational skills</li> <li>2. Courteous cheerful demeanor</li> <li>3. Photoshop expertise</li> <li>4. Ability to work with Macs</li> <li>5. Understand digital cameras; retrieve images from various digital cameras and/or SD cards</li> <li>6. Spreadsheet management</li> </ol>	Assist with all media during the festival... Assembling collateral, clerical work, distribution, monitoring press screenings, surveying guests and runners
<b>Support - Admin</b>	Before & During	<ol style="list-style-type: none"> <li>1. Excellent communications skills</li> <li>2. Courteous</li> <li>3. Positive demeanor</li> <li>4. Attention to detail</li> <li>5. Flexibility and patience</li> <li>6. Knowledgeable about the festival and able to answer visitors' questions</li> </ol>	Educating festival guests about films; Providing "first impressions" to festival guests. Preparing tickets daily, selling merchandise; Helping with administrative duties as needed
<b>48 Hour</b>	March 16, 18-20	<ol style="list-style-type: none"> <li>1. Courteous and cheerful demeanor</li> <li>2. Organizational skills</li> </ol>	Registration and receiving of films; Hosts for contestants; refreshments

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<b>Team</b>	<b>Shift Dates</b>	<b>Helpful Skills</b>	<b>Sample Duties for Volunteers</b>
<b>Venue Assistance</b>	Before & During	<ol style="list-style-type: none"> <li>1. Courteous and cheerful demeanor</li> <li>2. Organization</li> </ol>	Posting signage at the venue for the festival. Manager/technical assistance at each venue. Preparing tickets daily, ticket selling. Usher/ticket taker, counting attendees, counting ballots, post-film breakdown
<b>Special Events</b>	Before & During	<ol style="list-style-type: none"> <li>1. Ability to work well in large crowds</li> <li>2. Assertive, yet courteous demeanor</li> </ol>	Ambassadors/Greeters/Setup/Cleanup
<b>Education Panels</b>	Before & During	<ol style="list-style-type: none"> <li>1. Ability to work well in front of groups</li> <li>2. Assertive, yet courteous demeanor</li> </ol>	Host education panels; assist with session details and evaluation
<b>Education in the Schools</b>	Before, TBA	<ol style="list-style-type: none"> <li>1. Comfortable in school and educational environment.</li> <li>2. Experience with young students.</li> <li>3. Have strong communication skills and previous public speaking experience.</li> </ol>	Communication with schools and teachers; Meet with teachers and school staff; Assist with coordination of sessions/meetings; Assist with evaluation of activities
<b>Hospitality Driver / Runner / Hospitality Center</b>	Before & During	<ol style="list-style-type: none"> <li>1. Dependability</li> <li>2. Courteous and cheerful demeanor</li> <li>3. Organizational skills</li> <li>4. Strong communication skills</li> <li>5. Attention to Detail</li> <li>6. <b>REQUIRED:</b> MUST be at least 25 years or older</li> <li>7. <b>REQUIRED:</b> Good driving record (use own vehicle)</li> <li>8. Knowledgeable about the festival and able to answer visitors' questions</li> </ol>	Providing transportation where needed for filmmakers and special guests to screenings and/or seminars by picking them up and transporting them to the different venues. Running errands between venues; <i>***If you are interested in being a driver, positions will be offered at Orientation via a quick interview***</i> Work in filmmaker/sponsor lounge area Check in filmmakers Familiarize filmmakers with events and surrounding area
<b>Awards</b>	Before & During	<ol style="list-style-type: none"> <li>1. Dependability</li> <li>2. Organizational skills</li> </ol>	Facilitate voting

**Thanks!**

**Laura J. Downey**, Volunteer Coordinator

Tallahassee Film Festival April 6-10, 2011

**Please e-mail a completed application to:**

[laurajdowney@gmail.com](mailto:laurajdowney@gmail.com)