



October 14th - 17th 2010

2010

Volunteer

Orientation

Saturday 9/25 at Noon (12pm) | Saturday 10/9 at Noon (12pm)



October 14th - 17th 2010

Orientation Overview

- Foundation
- Festival
- Policies
- Benefits
- Expectations
- Positions
- Contacts



October 14th - 17th 2010

About the Foundation

- 501c(3) Non-profit
 - Phoenix Film Foundation (PFF) is a 501c(3) Non-profit Organization whose purpose is to support and develop the growth of independent filmmaking in Arizona
- Established in 2000
- Affiliates
 - Festival(s) – PFF, IHSFF & Arizona Student Film Festival
 - Phoenix Film Society - Film-lovers
 - Independent Feature Project (IFP) - Filmmakers
- For more information, visit phxfilm.com



October 14th - 17th 2010

International Horror & Sci-Fi Film Festival

- October 14th-17th, 2010 at MADCAP Theatre
(Formerly Harkins Centerpoint, Tempe)
- Going into its sixth year, the mission of the International Horror & Sci-Fi Film Festival is to provide a fun, global-class, signature cultural event that creates an explosive community of genre film-fans, a source for distributors to find key acquisitions and an organization that treats filmmakers with respect and honor.
- Features horror, Sci-Fi and cult films, feature length and shorts; competition and studio films
- Celebrity guests: *Prior celebrities include Judith O'Dea (Night of the Living Dead), Casper Van Dien (Starship Troopers), Marilyn Burns (The Texas Chain Saw Massacre)*
- Films, Speakers, Tributes, Music, Parties, etc.



October 14th – 17th 2010

Policies

- Our Reputation: Outstanding Customer Service
 - ***Remember to Smile!**
 - Acknowledge VIP's, Filmmakers & Sponsors (*Special Passes*)
 - Check website for Film Schedule and Celebrities (www.horrorscifi.com)
 - Answer Questions (*Ask a Supervisor if you are uncertain*)
- **Zero tolerance for Sexual Harassment**
- Safety & health priorities
 - Report ANY unsafe condition
 - **No drug or alcohol use while volunteering**



October 14th – 17th 2010

Volunteer Benefits

- 2010 Festival Volunteer T-Shirt
- Full festival pass (*excludes opening night screening*)
- Access to all festival events – seminars, parties, & films (*excludes special events or Patron-only events, as well as the opening night screening*)
- Water & Volunteer Food (*as available*)



October 14th – 17th 2010

Volunteer Expectations

- Commitment of **16 hours** (*Festival & Pre-festival*)
- **Be on time for all shifts.**
All volunteers must sign in at Volunteer Check-in prior to your shift, Call if you're running late. (602) 502-1445
- Dress appropriately; Wear your Festival T-shirt; Festival Pass and Name tag at all times while Volunteering
 - Bring a different shirt for when your shift is over; **ALL volunteers will be considered available while wearing a volunteer t-shirt**
- Conduct yourself in a professional manner
- Be knowledgeable about festival (www.horrorscifi.com)
- **Please Be flexible***



October 14th – 17th 2010

Volunteer Positions

- **Pre-Festival**
 - Marketing; Street Teams (*Flyer & Poster Distribution*)
 - Promotional Events
 - Moving, Setup and Cleanup
 - Film Screenings



October 14th – 17th 2010

Volunteer Positions

- **Festival**
 - Ticketing
 - Volunteer Management
 - Theatre Operations (Floor-Ops)
 - Events **(21+ ONLY)**
 - Silent Auction
 - Filmmaker Relations
 - Technical



October 14th - 17th 2010

- **Ticketing**

Ticket sales and issuing (preprinted) tickets that have been purchased online prior to the event. Assisting with will-call, working with cash and credit cards; Training for this position will be provided.

- **Volunteer Management**

Check in volunteers and monitor requests on a walkie-talkie from supervisors needing to adjust volunteer needs. Will also be used as a floater for other departments if necessary.

- **Theatre Operations (Floor-Ops)**

With this position, volunteers will be able to interact directly with the audience in tasks such as crowd control, line management, taking tickets, answering questions



October 14th - 17th 2010

- **Events (21+ ONLY)**

In events you will specialize in helping out with the parties; Tasks include checking a name list for VIP's, setting up and possibly moving chairs and equipment.

- **Silent Auctions**

When volunteering for this department one must be patient and willing to stay in one place for a while as well as guard all of the valuable auction merchandise; Assist people interested in silent auction items. Knowledge of the items and good conversation skills a plus. May work with credit cards.

- **Other**

Additional Opportunities are available for anyone interested in ***Filmmaker Relations, and Technical work.***



October 14th – 17th 2010

Contacts

- Volunteer Website: www.pffVolunteer.com
- ***Tiffany Hutson**
 - Volunteer Manager
 - Phoenix Film Foundation
 - Tiffany@PhxFilm.com
 - (602) 502-1445 (c)
- ***David A. Lucas**
 - Volunteer Director
 - Phoenix Film Foundation
 - David@PhxFilm.com

Thursday, April 8th, 2010 -- Thursday, April 15th, 2010

<http://PFFVolunteer.com> || Last Updated: 3/12/2010 18:23:30

Phoenix Film Festival



Contacts:

David A. Lucas

Volunteer Director

David@PhxFilm.com

(480) 236-0782

Open

Volunteer Manager

Volunteer@PhxFilm.com

(480) 236-0782



www.phoenixfilmfestival.org

www.phoenixfilmfestival.org

Friday, April 09, 2010

04:00 PM -- 08:00 PM

4/9/2010
4PM - 8PM

Ticketing	Dana Lane Supervisor	4 Hr	1	1693	Kelkar, Kalpana	3	1747	Santilena, Susan	5		
		4 Hr	2	1523	Fowler, Rich	4	1112	McComas, Bill	6		
Merchandising	Dana Lane Supervisor	4 Hr	1	1768	Corning, Susan	Front of Theatre			1	1191	Wilson, Pam
		4 Hr	2	1002					2	1192	Wilson, Sue
Volunteer Check-in *(4:00pm-9:00pm)*	David A. Lucas Supervisor	5 Hr	1	1683	Mahoney, Melissa	3					
		5 Hr	2			4	1010				
Silent Auction	Kepi Peterson Supervisor	4 Hr	1	1019	Brest, Diana						
		4 Hr	2	1737	Weber, Liza						
Events* 21+ Only *(5:00pm-9:00pm)*	Katie Schwartz Supervisor	4 Hr	1	1771	Corning-Thompson, Gwen	3	1686	Gann, Julie	5	1750	Lopez, Jacqueline
		4 Hr	2	1711	Cotton, Carlita L	4	1454	Harris, Michelle	6	1751	Bradley-Scott, Lauren
IFP Booth *(4:00pm-9:30pm)*	Cindy Wood Supervisor	5.5 Hr	1	1533	Roberson, Darryl						
Floor Operations	David Quiroz George Love Supervisor	4 Hr	1	1572	Robinson, Carol	7	1108	Zarate, Manuel	13		
		4 Hr	2	1242	Robinson, Michael	8	1832		14		
		4 Hr	3	1743	Garcia, Mabely	9	1850		15		
		4 Hr	4	1805	Bellessa, Chad	10			16		
		4 Hr	5	1074	Herts, Dell	11			17		
		4 Hr	6	1075	Herts, Harry	12			18		



October 14th - 17th 2010

Questions???

THIS YEAR'S GUESTS LIST INCLUDE



JUDITH O'DEA



CASPER
VAN DIEN



MARILYN BURNS