



# ashland independent film festival

## 2006 VOLUNTEER FORM

We appreciate your interest in the aiff. The success of the festival depends on volunteers who are interested in contributing their time (12 hours minimum) and enthusiasm.

**Please complete a separate form for each person.**

Name \_\_\_\_\_ Date \_\_\_\_\_

Occupation \_\_\_\_\_ Employer/School \_\_\_\_\_

Mailing address \_\_\_\_\_ City/Zip \_\_\_\_\_

Phone: Day \_\_\_\_\_ Evening \_\_\_\_\_ Cell \_\_\_\_\_

E-mail (very important) \_\_\_\_\_

**VOLUNTEER AREAS (see job descriptions on page 2)** We will attempt to place you according to your requests; we will match your talents and availability to our needs in the areas below:

ASSISTANCE DURING THE FESTIVAL APRIL 6-10 2006 (rank your top 3 choices)

- Filmmaker hospitality
- Filmmaker transportation
- Ushering
- Box office assistance - will call, merchandise sales, gofer
- Sidewalk line management
- Audience Award Tallying and Office Support

SPECIAL EVENTS ASSISTANCE (select any of interest)

- Festival of Lights Parade 11/25/05
- Oscar Night Party 3/5/06
- Opening Night Reception 4/6/06
- Awards Ceremony and Party 4/9/06
- Fourth of July Parade 7/4/06

PRE-FESTIVAL ASSISTANCE (select any of interest)

- Screening films 9/05 - 1/06
- Office support
- Office cleaning

AREAS REQUIRING PROFESSIONAL EXPERIENCE

- PR & Marketing
- Graphic Design
- On-call Computer Tech Experts
- Publications
- Grant Writing
- Website maintenance and/or design
- Box Office

Please list: any relevant experience; special skills including computer proficiency, holding a food handler's permit or an OLCC license; and equipment or items to donate.

**Thank you for your support.**

The ashland independent film festival is part of the Southern Oregon Film Society, a 501(c)(3) non-profit dedicated to presenting independent film and providing educational & cultural events in the region year round.

aiff P.O. Box 218 Ashland OR 97520 541.488.3823 fax: 541.488.7782

www.ashlandfilm.org volunteers@ashlandfilm.org

If you have any questions about volunteering call Marilyn Love, 482-1443 or Barbara Horton, 488-1641.

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Usher

- attend orientation
- work at least 3 4-hour shifts
- take tickets at door
- hand out audience award ballots
- provide information

Sidewalk line management

- attend orientation
- work at least 3 4-hour shifts
- keep order in outside lines
- manage flow of lines into theatre
- provide programs and information

Filmmaker Hospitality

- attend orientation
- work 3 shifts
- check in filmmakers
- distribute packets of material
- replenish refreshments

Transportation

- attend orientation
- work designated shifts on call
- drive minivan or car between airport and filmmakers' lodgings
- need license and insurance
- must be over 25 years of age

Box Office Assistance

- attend orientation
- work 2 pre-festival and 2 festival shifts
- sell merchandise
- handle will call packets
- runner
- (no ticket sales)

Special Events Assistance

- set up and strike
- take tickets
- sell food and drink
- sell merchandise
- help with silent auction

Audience Award Tallying

- attend orientation
- work designated shifts
- tally votes from audience to be determine award winning films

Office Support - may include any of the following  
(computer literacy helpful but not necessary)

- assemble mailings
- assemble membership, filmmaker & volunteer packets
- assemble filmmaker bags
- database maintenance
- run errands

Screening films

- attend orientation
- view 25-50 films of various lengths
- for home viewing, both DVD and VCR players needed