



September 14 - 17, 2006

## Festival Volunteer Application Form

The Martha's Vineyard International Film Festival presented by the MV Film Society is in search of volunteers to join our spectacular Volunteer Team. This is a great opportunity for film lovers, industry pros, aspiring filmmakers, neighborhood residents and students to help out on the front lines and behind the scenes of a high-profile international event. There are numerous volunteer opportunities before, during and after the Festival (**September 14-17, 2006**).

To apply for a volunteer position, please complete and **e-mail this form** to Richard Paradise, at [info@mvmfilmsociety.com](mailto:info@mvmfilmsociety.com) You may print and mail a completed form to MV Film Society, P.O. Box 4423, Vineyard Haven, MA 02568. Please note that you will be required to attend one orientation session prior to the start of the Festival. The tentative date of this orientation is Sunday, August 27 from 6:30 PM - 7:30 PM (a special film program and reception is being planned following this orientation for volunteers and be lots of fun).

### General Information:

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City/State/Zip: \_\_\_\_\_  
Home phone: \_\_\_\_\_ Alternate phone: \_\_\_\_\_  
e-mail: \_\_\_\_\_  
Are You Over 18? \_\_\_\_\_ Are You Over 21? \_\_\_\_\_

### Volunteer Perks:

For each 4 hour block of time volunteered, you will earn 1 voucher that will admit you to a screening of your choice. Volunteers who work 30 or more hours will be eligible for a Festival pass. Please note: Vouchers must be exchanged for hard tickets at least 1 day prior to show time of your film of choice. Vouchers may not be honored for certain special screenings.

### Circle the Festival departments or activities that interest you:

- ⇒ Audio/Visual Tech Support and Stagehands: We're looking for volunteers with audio/visual experience as well as stagehands to help keep things moving smoothly at our screenings, symposiums and special events.
- ⇒ Editor, Final Cut Pro: Put those off-line editing skills to work for the Festival. You'll gain great experience and exposure.
- ⇒ Hospitality & Guest Services: We need help handling the network of travel coordination, Green Rooms and activities that support our filmmakers and special guests. There will be shifts throughout the Festival.
- ⇒ International Panels: Help us coordinate our panels for filmmakers and industry professionals. As a volunteer, you'll work the check-in at the registration table, check badges at doors, set up/break down, direct participants. This is a great way to meet filmmakers and special guests of the Festival.
- ⇒ Mailings and Gift Bag Assembly: In the mad rush to the opening of the Festival, we need many hands to get out mailings and assemble gift bags from our sponsors. To help everyone stay energized, we'll have plenty of pizza and soft drinks on hand.
- ⇒ Press: You'll be getting the word by assembling and sending out press kits, or working the press check-in table.

- ⇒ **Programming:** As the face of the Festival, you'll work at welcome table to greet filmmakers and orient them to the Festival, provide logistical support.
- ⇒ **Special Events:** Many volunteers are needed for venue support in our Cinema Lounge (our Headquarters); this includes set up, breakdown and staffing of the room for breakfasts, luncheons, happy hours, post-screening receptions and late-night parties. You are the crew that makes special events happen!
- ⇒ **Special Projects:** You'll get up and personal with filmmakers, speakers and other high profile talent. As an official ambassador of the Festival, your task is to ensure that special events, press conferences, opening and closing nights are unfailingly smooth, professional affairs.
- ⇒ **Sponsorship:** You'll help provide info and assistance to business supporters of the Festival. This includes monitoring signage placement, ensuring and tracking deliverables, calling sponsors, following up calls.
- ⇒ **Street Team to Distribute Materials for Outreach & Marketing:** You will be the buzz that will help create awesome attendance. Car, bike, foot, morning, afternoon, early evening and weekends – let us know your availability for the three weeks leading up the Festival.
- ⇒ **Transportation and VIP Drivers:** You'll make sure guests arrive on-time by providing transportation, including getting our VIP guests from the airport/ferry terminal to their hotels.
- ⇒ **Ushers, Line Wranglers and Theater Support:** You'll keep the crowds moving and in order. Based on the floor, screening rooms, and/or outside of the various venues we're screening at. While you'll be on your feet much of the time, you'll a great group of film buffs to swap Festival stories with.
- ⇒ **Volunteer Operations:** Be a part of the team that coordinates and rewards our amazing volunteer staff. In this key position, you'll be one of leaders that makes the Festival a success.

**Do you wish to be considered for a Higher Level Volunteer position?**

YES

NO

*(The time commitment is substantially greater but so is the reward.)*

### Availability Pre-Festival (June-September)?

	Monday	Tuesday	Wednesday	Thursday	Friday	Sat/Sun
8am-noon						
Noon-4pm						
4pm-11pm						
11pm-?						

### Availability During the Festival?

	Wedn. Sept. 13	Thurs. Sept. 14	Fri. Sept. 15	Sat. Sept. 16	Sun. Sept. 17	Mon. Sept. 18
8am-noon						
Noon-4pm						
4pm-11pm						
11pm-?						

### Skills and Abilities:

What **skills and assets** do you bring to the Festival (AV experience, access to a car, etc)?

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Computer application(s) that you can use proficiently:

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Foreign language(s): indicate level of proficiency for each language.

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Do you have access to a computer/laptop? If so would you be willing you use it in the Festival's service?

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How did you hear about The Martha's Vineyard International Film Festival?

Are you willing to run errands for the Festival?	YES	NO
Are you willing to drive guests during the Festival?	YES	NO
⇒ Do you have a US driver's license?	YES(LICENSE#_____)	NO
⇒ Are you insured to drive a vehicle?	YES	NO

**Emergency Contact:**

Name/phone/alternate number

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Address/city/state/zip

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**Release:**

I, the undersigned, understand that The Martha's Vineyard Film Society and MV International Film Festival is no way responsible for any injury or theft that may occur during the course of my duties as a volunteer for MV International Film Festival. Any and all privileges assigned/offered by the festival may be revoked at any time, regardless of cause. I release the MV Film Society of any and all damage to persons/vehicles I use during the course of my volunteer services.

Volunteer Signature \_\_\_\_\_ Date \_\_\_\_\_

**Duration:**

Today's date: \_\_\_\_\_ to September 18, 2006

Signature \_\_\_\_\_ Date \_\_\_\_\_  
(Festival Director or Manager/Direct Supervisor)

Signature \_\_\_\_\_ Date \_\_\_\_\_  
(Volunteer Manager)