



Colorado Festival Productions, LLC  
473 Main Street Longmont, CO 80501

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# THANK YOU!

Thank you for your interest in volunteering with Colorado Festival Productions! Because there are many ways in which you could have spent your time, we appreciate that you chose to volunteer for our festival. You have given us the best possible gift of your time and energy. Without the efforts of our volunteers (YOU!) these film festivals simply would not happen! Volunteers are the heart of the festival.

**Please follow us on Social Media at**

[coloradofests.com](http://coloradofests.com) | [facebook.com/coloradofests](https://facebook.com/coloradofests) | [twitter.com/coloradofests](https://twitter.com/coloradofests) | [instagram.com/coloradofests](https://instagram.com/coloradofests)

## ABOUT US

Our Film Festivals are run by a volunteer group of small business owners, artists, filmmakers, educators and laborers, all dedicated to promoting independent films, while helping to create a community of enthusiasts for the art of independent filmmaking. We also rely on the generosity and support of our Sponsors. Please recognize and patronize our Sponsors as you are able and help us show them our appreciation.

### VOLUNTEER QUICK FACTS

Volunteer shifts during the Festival are approximately 4 hours long.

All volunteers check in with the Volunteer Coordinator 15 minutes prior to their shift, via email or text.

Festival hours are typically from 10 am until 9 pm.



### VOLUNTEER BENEFITS

Each volunteer gets a t-shirt to wear during their shift.

Each volunteer will receive free admission to at least one film segment 4 hour per shift worked.

All volunteers are invited to the opening and closing night celebrations.



**IMPORTANT:** You must be registered as a volunteer with a scheduled film block during the Festival to be eligible to receive volunteer benefits as described. Your volunteer benefits include volunteer credentials, badge, entry into one free film block either before or after your shift. You will need your badge before you can work shifts at the Festival. Your volunteer credentials get you into the Filmmaker Lounge and Awards Program.

## YOUR COMMITMENT TO US

We ask you to commit to a minimum of one shift during the festival.

You need to attend a volunteer meeting before your first festival shift.

You need to sign a volunteer agreement before the festival.

All volunteers are responsible for their own lodging, transportation, food and personal expenses.

During the festival you will not be able to view movies while on duty, unless circumstances allow you to do. Please do not plan to watch films during your shifts. Most of the time we need our volunteers during screenings for many tasks. Please purchase tickets to the films you want to see rather than planning to watch them during your shift.

## WAYS TO VOLUNTEER

You can choose from a variety of roles and shifts that suit your interests and schedule. Please do not sign up for more shifts than you are actually willing and able to work, and make sure that you do not sign up for two shifts in different places at the same time.

There are a variety of volunteer assignments available before, during and after the film festival. Some require special training so make sure that you are prepared to attend training for the assignment you select.

Keep in mind that flexibility and a sense of humor are excellent assets and you must be at least 16 years of age or older to volunteer.





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# VOLUNTEER JOB DESCRIPTIONS

## USHERS

- Assist in admitting patrons to venue/s
- Take tickets at venue/s
- Assist patrons in finding seats
- Clean venue/s after showings
- Respond to patrons needs during shows
- Straighten public areas during shows
- Advise festival goers about film schedule
- Answer questions about the film festival
- Offer other information as requested

## CONCESSIONS

- Assess inventory and communicate when levels are low
- Prepare popcorn bags
- Set up/maintain/clean up items for sale
- Sell concession items and process payments

## MERCHANDISE

- Assess Inventory and prepare displays
- Maintain displays and replenish as necessary
- Sell merchandise and process payments

## BOX OFFICE

- Staff box office/s before and during the Festival
- Ensure you have all equipment, tickets, and cash box prepared
- Have information on hand including directions to venue/s
- Have info. on hand about the film blocks
- Have information about ticket availability for all events
- Prepare informational signage as needed

## FILMMAKERS LOUNGE

- Set up craft table, drinks and organize seating
- Greet filmmakers and offer hospitality
- Replenish craft table as necessary
- Maintain a clean and pleasant lounge room

## STAGE SERVICES

- Construction and heavy lifting may be required
- Must be available pre and post festival for set up and tear down
- Lift, carry, move equipment, supplies, materials
- Set up/tear down equipment, projection booth/s, seating

## COMMUNITY MARKETING

- Visit local businesses with posters and handbills
- Attend events on behalf of CFP to promote our festivals

## FESTIVAL RULES & POLICIES

**Everyone is welcome at the Festival regardless of age, dress, haircut or personal style. The only requirement is that our guests treat each other with respect. Observe each venue's policy for handling guests under 21, for those events that serve alcohol.**

**Alcoholic beverages and marijuana may not be brought into any of our venues. Alcohol may not be removed from the venue where it originated.**

**Remember, anytime you are wearing your badge/access pass, you represent the Festival. Please honor our policies and expectations.**

**Please, no pets or small children to supervise during your volunteer shift.**



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## HOW TO HANDLE

Medical or Security Issues:

Dial 911 and then notify Festival Staff.

Media Inquiries:

Direct all requests to Jake Fink (Director), Jill Brooke (Curator) or find any member of the Festival Staff.

## PARKING

Free parking is usually available around the Festival Venue. Please obey all parking signs and laws. We are not responsible for parking tickets or violations.

## TIPS FOR A SUCCESSFUL EXPERIENCE

Please wear clean, comfortable clothing that is weather appropriate, good walking shoes and your volunteer badge/access pass.

As a volunteer, please be aware that your picture might be utilized in media collateral.

Plan ahead and eat before your shift – we cannot guarantee food for all volunteers on all shifts.

Expect that whatever you bring must be carried with you while performing your duties. Space is limited and security of your belongings cannot be guaranteed.

## VOLUNTEER CODE OF CONDUCT

Festivals attract people from other towns, states and countries. You are an ambassador to our guests, the Face of the Festival.

Please greet our guests with a smile and the attitude that the customer is always right. If you must say no to someone, do it with a positive attitude. Smile, laugh and have fun!

If there is a question you cannot answer, don't guess. Please get Festival Staff member who can provide the correct information.

If there is a situation where a guest is unhappy, and continues to be unhappy, please get a Festival Staff member.

Volunteers are asked to participate in a scheduled orientation session prior to the Festival.

Upon arriving for your shift, please introduce yourself to Festival Staff who will clarify what your roles and responsibilities will be. Report to Festival Staff when completing your shift and when going on or returning from a break.

The Festival and your fellow volunteers rely on your presence at each shift you sign up for. We're counting on you so please don't be a no-show. If you cannot meet your commitment on an assigned day, please give the Volunteer Coordinator or Festival Staff as much notice as possible so a replacement volunteer can be secured. Volunteers who do not show up for their shifts and do not notify in advance will not be invited to participate in the future.

## COLORADO FESTIVAL PRODUCTIONS CONTACT LIST

**Tom Kurtz, Volunteer Coordinator: [tom@coloradofests.com](mailto:tom@coloradofests.com) | 912-308-7957**

**Jake Fink, Executive Producer: [jake@coloradofests.com](mailto:jake@coloradofests.com) | 646-391-0876**

**Jill Brooke, Curator: [jill@coloradofests.com](mailto:jill@coloradofests.com) | 415-640-0895**



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**Jake Fink**  
Executive Director



**Melinda Jordan**  
Production Coordinator



**Sanya Carloni**  
Curator



**Jackie Brennan**  
Social Media Coordinator



**Craig Stevens**  
Projectionist



**Jessica Kooiman Parker**  
Creative Director



**Kelly Diekman**  
Web Designer



**Paul Falsone**  
Sustainability Coordinator



**Thomas Kurtz**  
Volunteer Coordinator



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**MAR**  
**23-25**  
**2018**

**4th**  
ANNUAL

**LYONS**  
**INTERNATIONAL**  
**FILM FESTIVAL**

**APRIL**  
**27-29**  
**2018**

**6th**  
ANNUAL

**FRONT RANGE**  
**FILM FESTIVAL**

SEPT  
28 & 29  
2018

**1st**  
ANNUAL

BOULDER FILM  
& BREW FESTIVAL

**OCT**  
**20**

**3rd**  
ANNUAL

DICKENS HORROR  
FILM FESTIVAL

**NOV 16**  
**17 & 18**  
**2018**

**2nd**  
ANNUAL

**NEDERLAND**  
**FILM FESTIVAL**

Colorado Festival Productions curates 5 festivals each year on the Front Range

**COLORADO**  
**FESTS.COM** | [facebook.com/coloradofests](https://facebook.com/coloradofests)

**COLORADO**  
**CRAFT CINEMA**



Colorado Festival Productions  
VOLUNTEER AGREEMENT AND RELEASE FROM LIABILITY

The undersigned ("Volunteer") agrees to the following as a condition of Volunteer's volunteering for Colorado Festival Productions, LLC (CFP)

- 1 This volunteer relationship can be terminated at will at any time without notice and without cause by either CFP or by the Volunteer.
- 2 Volunteer acknowledges that this is an unpaid volunteer position and that no compensation is expected in return for services to CFP. Volunteer further agrees that he/she will not become eligible for any employment benefits as a result of the volunteer activities that he/she performs. Volunteer is agreeing to perform volunteer activities solely for his/her personal purposes, pleasure or education.
- 3 Volunteer is responsible for his/her own insurance coverage in the event of personal injury or illness as a result of Volunteers services to CFP. It is strongly recommended that Volunteer have their proof of insurance with him/her.
- 4 Volunteer must be at least 16 years of age to volunteer.
- 5 Volunteer shall attend all trainings pertinent to their position. Volunteer shall arrive on time and volunteer for the entire shift assigned by CFP. If volunteer must cancel a shift signed up for, Volunteer must contact the Volunteer Coordinator to let him/her know in advance. Unexcused absences and/or habitual tardiness will result in termination of volunteer duties and may adversely affect Volunteers ability to volunteer for future Festivals.
- 6 Volunteer must wear the Festival t-shirt provided upon arrival for shift at the event. Please wear clean and appropriate clothing to look professional and presentable.
- 7 Volunteer may attend films, panel discussions, and Festival parties only during such times when Volunteer is not performing his/her volunteer activities.
- 8 Volunteer shall not use or possess alcohol or any controlled substances or engage in any illegal activities while providing volunteer services.
- 9 Volunteer shall not make any statements, orally or in writing, regardless of whether such statements are truthful, nor take any actions, which could disparage the reputation and/or goodwill of CFP. Volunteer may not self-promote himself/herself, take celebrity photographs or autographs, scalp volunteer tickets, and otherwise profit from gratuities or other volunteer privileges.
- 10 Volunteer grants and conveys to CFP all right, title, and interest in any and all photographs, images, video or audio recordings of Volunteer or Volunteers' likeness or voice made by CFP in connection with providing volunteer services to CFP.





11 Volunteer shall not, without the prior written consent of CFP, use or disclose the following information (Confidential Information) any information furnished to Volunteer, or learned during his/her volunteer services during the course of CFP, but virtue of the rights granted under this Agreement, including, without limitation, the identity of attendees of CFP, the dates and whereabouts of special events related to CFP, the terms of any agreements related to CFP, information about tickets sales or revenues, and proprietary information, including without limitation, trade secrets and know-how, except as otherwise required by law or court order. Confidential Information does not include information which is or becomes public knowledge or part of public literature or is approved for release by the written authorization of CFP.

12 Volunteer acknowledges that he/she participates willingly and voluntarily in providing volunteer services and assumes full responsibility, for personal injury, accidents or illness, including death, and for damage to or loss of personal property while providing volunteer services. Volunteer hereby release CFP and its directors, officers, agents, employees, managers, other volunteers, contractors, and/or representatives (collectively, "Releasees") from all actions, claims, or demands that Volunteer and/or his /her heirs, personal representatives, or assigns now have or may have in the future for injuries, damages or death resulting from Volunteer performing volunteer services for CFP.

13 Volunteer shall indemnify, defend and hold CFP and its Releasees harmless to the fullest extent permitted by law for, from and against any and all claims, demands, causes of action, suits, obligations, damages, penalties, claims, costs, charges and expenses, including reasonable attorney fees, and expenses of any character of any nature, which may be made or brought against or incurred by CFP and its Releasees relating to or arising out of Volunteer providing volunteer services at CFP of Volunteer's breach of this Agreement. The provisions of this Section shall survive and continue after termination or expiration of this Agreement the volunteer relationship with Volunteer.

14 Volunteer has carefully read this Volunteer Agreement, understands its content and knowingly and voluntarily executes this Volunteer Agreement and signs it of their own free will.

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Volunteer Printed Name

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Volunteer Signature

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Date