

# 2021 STAMPED: PENSACOLA LGBTQ FILM FEST

## VOLUNTEER GUIDE

Thank you so much for offering your time to help make Stamped Film Festival the best it can be! All volunteers will receive a lanyard, so you will be recognized as Stamped staff. As a bonus, anyone who has volunteered this year by the end of the fest will be invited to join an exclusive staff after-party, post-fest! Please read on to discover what volunteering with Stamped: Pensacola LGBTQ Film Fest really means.

### General Expectations

- ❑ Attend one of two mandatory volunteer orientations that will be held at Pensacola Little Theatre, 400 S Jefferson St, Pensacola, FL 32502 Tuesday, November 2, 2021 from 5:30-6:30 pm OR Saturday, November 6, 2021 from 11:00 am- 12:00 pm. These may include additional details not discussed in this guide and will also give you the opportunity to ask questions.
- ❑ Be courteous, pleasant, and knowledgeable for all of our guests. We would like to specifically remind everyone who is part of the film fest to be mindful of pronouns.
- ❑ Wear a mask throughout the festival covering your nose and mouth.
- ❑ Know the location of restrooms at the venue, including handicap accessible and gender neutral restrooms.
- ❑ Know the location of vendor tables, concessions, food, drinks, etc.
- ❑ Encourage guests to take pictures and use our hashtag: [#stampedfilmfest](#).
- ❑ Direct all donations to the merchandise table for collection. You can also direct questions that you are not confident answering to the merchandise or registration tables, or just to an available board member.
- ❑ If you see anything strange or suspicious or if there is an emergency of any sort, know who the board members and security guards are so that you can alert them.
- ❑ Remind guests of the OASIS testing van that will be located outside of the building. Consider getting tested yourself in order to easily promote testing to our guests.

All volunteers will need to check in with Julie at the start of each night and check out before leaving. This will ensure that we have a record of your volunteer hours. If check in/out is not done, you will not receive credit for those volunteer hours.

### Commitments

- ❑ Please plan to arrive at Pensacola Little Theatre no later than the times listed below:
  - ❑ 4:00 PM Friday Nov 12, 2021 (End time is expected to be around 8:30-9:00)
  - ❑ 11:30 AM Saturday Nov 13, 2021 for the first shift volunteers (End time 4:00)
  - ❑ 4:00 PM Saturday Nov 13, 2021 for the evening shift (End time 8:30-9:00)
  - ❑ 1:00 PM Sunday Nov 14, 2021 and plan to stay until 4:30 PM for break down and clean up.

### Set-up and clean up responsibilities

- Red carpet photo areas
- Vendor displays
- Registration and Merchandise tables
- Reserved VIP seating
- Any other requests as necessary, including decorations.

The multiple volunteer roles that must be filled for each night of the fest are listed below. Please read the responsibilities of each volunteer role. You are able to request specific roles; however, we cannot guarantee that all requests can be met.

### VIP Reception (Friday VIP volunteers only)

- Please dress nicely.
- Make sure VIPs are strongly appreciated for contributing to the fest. Strike up conversations and express personal gratitude.
- Help with clean-up after the event is over.
- Help decorate and prepare the venue for the fest.

### Registration

- General check-in: A volunteer is needed to ensure all guests get checked in on the tablets that will be set up. Check-in is used mostly as a headcount and to collect information for those who are interested in becoming more involved. Therefore, if any guests wish not to provide an email address, we should request a name just for the headcount.
- Julie will be assisting at the registration table.

### Greeter

- Hand out programs as guests enter the venue.
- Make sure that guests have checked-in at the registration table each night.
- Inform guests of the merchandise table, the vendors, the photo opportunities, and the concessions and tell them to enjoy the night! Don't forget to tell them about the Queering Spaces exhibit.
- Point out elevators and restrooms as needed.

### Usher

- Usher guests to the appropriate seating areas when it is time for the films to begin. VIP seating will be marked, but is not required. Also, board members, volunteers, and vendors are permitted to sit in the reserved section as available.

### Food Service (Experience Preferred)

- Volunteers will need to wear gloves and masks the entire time they are serving.

- We will have more detailed information about the food we are serving at the orientations.

Vendor Helpers (Only needed Sat & Sun)

- Introduce yourself to each vendor table as the person they can go to for anything they need.
- Encourage guests to visit each vendor table.
- Strike up conversations with guests. Remind them of the photo opportunities, social media references, Queering Spaces exhibit, and HIV testing van outside.