



2020 Inspire Film Festival Volunteer Manual

Thank you for volunteering with the Inspire Film Festival. It is the work of our volunteers that makes the event a success. Please wear your Inspire t shirt and badge when working. Arrive 15 minutes prior to your shift in case we need to make any changes. If you do not know where to go for your shift, you may check in at either the Box Office on Market Street, or the Hospitality Tent at the Pavilion. Be flexible! Although we will plan on having you volunteer where you registered, sometimes we will need to make adjustments.

**If you have any questions or concerns, please call
Wendy Hammarstrom (Volunteer Coordinator) 832-775-2920 as
soon as possible.**

Box Office Address: *Old Kate Spade Store*
9595 Six Pines Drive, Suite 409, The Woodlands, TX 77380

Box Office Hours:

Tuesday, 2/11	4:00pm – 8:00pm
Wednesday, 2/12	12:30pm - 6:30pm
Thursday, 2/13	12:30pm – 8:00pm
Friday, 2/14	10:00am – 8:00pm
Saturday, 2/15	10:00am – 9:00pm
Sunday, 2/16	2pm - 6:30pm
Monday, 2/17	10:00am – 4:00pm



General Volunteer Duties

Box Office

The Box Office is located in the former Kate Spade store near the Creperie on Market St. When helping here, you will assist Sally Richard with selling, distributing, and organizing Festival passes and may check in volunteers. There will be other organizational needs as well.

Hospitality Tents and VIP Party Set up

Assist as needed, with decorations, furniture, and signage placement.

Waterway Square Tent

Family Friendly shorts showing on Thursday night. Sell IFF merchandise, provide information, float, and help staff as needed.

VIP Party Greeters

Greet patrons as they arrive, make sure they have proper badge, assist if needed during party, assist with teardown.

Hospitality Tent

Assist Hospitality team as needed, provide information to guests, light clean ups, check in volunteer.

Student Screenings

Count students (with a clicking counter), help control lines, and students.



Inspire 200 and 300 Theatre Front of House

Greet guests help with line management (patron passes enter first). Count guests as they enter, ensure they proper badge, assist and monitor seating if needed, queue projectionist. After film, light sweeping of theatre if needed as guest depart (there will be trash cans, for guests to dispose of any garbage). You may be selling last minute single tickets 5 minutes before screening. Hand out tissue packets. Your Theater Manager will assign you as a greeter, a clicker/counter, an usher, or a pass checker. The manager will meet you in the box office or meet you in the theater.

Tinseltown and Market St Theatre Front of House

Greet guests and help with line management (patron passes enter first), keep IFF guests organized, count guess as they enter, assist as needed. No clean up required. You may be selling last minute single tickets. Hand out tissue packets. Your Theater Manager will assign you as a greeter, a clicker/counter, an usher, or a pass checker. The manager will meet you in the box office or meet you in the theater.

Concessions

Help sell water, light snacks, and merchandise. All snacks and water will be the same price. Check and restock as needed. Sunday night all food items 2 for 1 after awards ceremony

Tear Down

Socialize while helping take down, pack, organize the Festival's supplies. Some light lifting may be required.



General Helpful Information

1. Review films and film schedule online www.inspirefilmfest.com and be familiar with the Inspire Film Festivals a whole.
2. Go to the IFF Box Office to pick up your volunteer pass, tshirt and instructions 30 minutes prior to your shift, if you have not received them yet.
3. Be aware of the following procedures:
 - Patron Pass holders (and their children with student passes) need to arrive 30 minutes prior to the screening time. They will receive priority entry and will be seated 20 minutes prior to each full-length screening.
 - Festival, student, teacher, and senior ticket holders will be seated after Patron Pass holders
 - Single Tickets: Single Tickets to each screening will ONLY be sold at the door if there are empty seats in the theater. Single tickets will not be sold in the box office or ahead of time.
 - Remind Pass holders to stay to hear the Q&A following the films with filmmakers, film subjects, and film producers
 - Remind Pass holders to: Please check the Inspire Film Festival website and app throughout the weekend for schedule changes and updates.
 - In the event a film is full, direct guests to a different theatre.

LOST CHILDREN should be taken to the Hospitality Tent, Inform IFF staff of situation. In case of any emergency call 911.



INSPIRE FILM FESTIVAL MOBILE APP

Download the App

Stay up to date during the festival with Inspire Film Festival's smartphone app. All of the program information — films, schedule and map can be at your fingertips. Download the festival application on your smartphone by searching "**Inspire Film Festival**" in the app store for iPhone and Android devices.



TBAs

Be the first to find out the TBA schedule for Sunday and Monday.

Act Now

If you feel inspired to act on a cause after watching a film, visit the app to learn more and donate to national and local organizations that support the cause of the film.

Vote

The Howard Hughes Award will be given to most appreciated film this year. All films and shorts are eligible, and you can vote for your favorite one right on the app. The award will be given out on Sunday, Feb-16 before the screening of Ernie and Joe at 7PM in the Inspire 300 Theater.