

BERKSHIRE INTERNATIONAL FILM FESTIVAL

VOLUNTEER APPLICATION

Please return signed application to:
BERKSHIRE INTERNATIONAL FILM FESTIVAL
P.O. Box 237, Great Barrington, MA 01230

First Name _____ Last Name _____
Address _____
City _____ State _____ Zip Code _____
Home Phone _____ Cell Phone _____
Email _____ T-shirt size _____ Color Preference _____

(Please circle answers)

Volunteers must be 18 years older. Are you 18 years old or older? Yes/No

Tell us about your availability: Days _____ Evenings _____ Weekends _____ Short Notice _____

Tell us about your experience and skills:

Do you have special events experience? Yes/No

Do you have retail experience? Yes/No

Have you worked in a customer service environment? Yes/No

Are you willing and able to perform heavy lifting? Yes/No

Are you willing to perform light lifting? Yes/No

Are you licensed and willing to drive? Yes/No

Do you have a commercial driver's license? Yes/No

Do you have copy editing/proofreading experience? Yes/No

Do you have data entry experience? Yes/No

Do you have bookkeeping experience? Yes/No

Do you have IT/networking experience? Yes/No

Do speak another language other than English fluently? Yes/No

If so, what language or languages, other than English, do you speak fluently? _____

Would you be willing to translate to a journalist, press or an audience? Yes/No

Circle the following in which you are proficient:

Mac PC Word Excel Access Outlook Filemaker PowerPoint

Can you volunteer the use of your vehicle? Yes/No

Car Truck Van Number of passengers _____

Please check any and all the departments you would like to work in:

____ Ushering Taking tickets, roping off seats, directing patrons, ballot collecting, conducting surveys, staffing merchandise table

____ Staff Support Answering phones, reception, data entry, filing, copying

____ Volunteer Dept. Helping with mailings and phone calls

____ Special Events Staffing galas and events

____ Box Office/Info Booth Helping ticket buyers, providing festival information to the public

____ Print Traffic Help with film logistics

____ Transportation Staff and guest transportation

____ Guest Services Assisting Hospitality staff with Festival guest needs

____ Publicity/Promotions Get the word out by helping with community outreach and media relations, delivering program guides, distributing posters & flyers

Signature _____ Date _____

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VOLUNTEER ACKNOWLEDGEMENT

Please sign and return this form to:
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P.O. Box 237, Great Barrington, MA 01230

VOLUNTEER CONTACT INFO

First Name _____ Last Name _____
Address _____
City _____ State _____ Zip Code _____
Home Phone _____ Cell Phone _____
Email _____
T-shirt size _____

Emergency Contact Info

Name _____
Relationship to Volunteer _____
Address _____
Home Phone _____ Cell Phone _____

BIFF Volunteer Acknowledgment

By requesting to participate as a volunteer with the Berkshire International Film Festival, I agree to the following:

- Completing this application does not guarantee me a volunteer position with the Festival.
- As a volunteer, I will receive no compensation for my donation of time for the activities performed before, during, or after the Festival.
- The Festival does not cover me in case of injury or illness.
- My picture may be utilized in BIFF medial collateral.
- Volunteers are asked to participate in one of two scheduled orientation sessions. Volunteers working at venues, handling cash/credit card transactions, or performing specialized functions may be required to attend a training session.
- I have thoroughly read the terms and conditions for Volunteering at the Berkshire International Film Festival.
- I hereby agree to follow the rules set forth in the BIFF Volunteer Information Packet.
- I certify that the information I have provided is correct.

Signature _____ Date _____