



A GUIDE TO VOLUNTEERING AT SCI-FI-LONDON

Thank you for volunteering at this year's SCI-FI-LONDON film festival. As volunteers, you are our ambassadors and the face of SCI-FI-LONDON. Your role in ensuring the smooth running of the festival is integral to its continuing success.

ABOUT THE FESTIVAL

SCI-FI-LONDON is the UK's premier festival of science fiction and fantastic film that combines the latest in original independent genre movies from around the world, with a wide and varied programme of literature, real science and fun.

Established in 2001, the festival has grown increasingly popular as fans discover our unique take on the genre that includes the peculiar while embracing the mainstream. We've remained independent thanks to the generous support of our sponsors and partners, and, of course, the dedicated fans.

The festival is also particularly interested in supporting new British filmmaking talent, not only by screening works-in-progress, but also with initiatives such as the 48 Hour Film Challenge, which is proving a successful hotbed of creativity and fresh talent. We also run workshops and master classes with established filmmakers passing their knowledge on to neophytes.

ABOUT VOLUNTEERING

Volunteering at SCI-FI-LONDON is a fun and rewarding experience. You will be working as part of a team to ensure that the festival is a success; before, during, and after the event itself.

We hold pre-festival meetings where we cover health and safety regulations at our venues, outlining roles, requirements, and rules, and take the opportunity to meet and greet our team of volunteers for each year's festival. We will then discuss availability for shifts and begin to draw up a rota for the festival.

Please **only** volunteer for shifts that you can definitely commit to as we would rather know we'll be light on volunteers than plan and have people not turn up to their assigned shifts. If you have any issues with any shifts that you have been put down for, please contact our team wrangler (details below) at your earliest convenience to allow us time to arrange alternative cover.

As a volunteer you will be issued with a SCI-FI-LONDON limited edition t-shirt to wear during your shift (this will be given to you when you turn up for your first shift.) This will identify you to the public as part of the festival team. If you are wearing the t-shirt you will likely be asked to do tasks as you will be presumed to be on duty - If you are at the festival as a customer, don't wear the t-shirt. There will be opportunities for you to 'sit in' on movies during the festival, but if you are on shift then you could be required to do a few tasks - If you really want to see a movie all the way through please let us know in advance and make sure you're not signed up for that shift. If you want to bring friends along to a screening, you can request them, and we'll do our best to accommodate, or buy them a ticket at concession rate.

VOLUNTEER ROLES

There is a great variety of tasks and roles for volunteers at SCI-FI-LONDON and you will probably get the chance to experience most, if not all, of them during the festival. All tasks require the same level of commitment and customer focus. A few of the multitude of tasks in the running of SCI-FI-LONDON are listed below with a brief outline of what is involved.

All volunteers need to familiarise themselves with the layout of the venue(s), where things are stored, where the manager's office is, where the toilets are and which screens are which. Please also be familiar with each day's programme in order to assist the customers where necessary.

Remember, if you are wearing your t-shirt you are considered to be 'on-duty'.

- FRONT DESK

You are the first point of contact - meet and greet! You will be one of the first people a customer will see when they walk through the door. Ensure that they get a good first impression, not only of the festival, but of the venue too. Look happy, interested and genuinely pleased to see them.

Not everyone visiting the venue will be coming to the festival. The venue will still run business as normal during the festival, but treat all members of the public as though they are attending the festival – you might even convert some new SCI-FI fans!

- SPECIAL EVENTS

Events such as the Parties or 48hr Challenge Awards will require a lot of volunteers to help out. These events may include waiting on guests and serving canapés, bar service and ensuring glasses are returned to the bar, maintaining cleanliness of the venue, liaising with venue staff, event organisers, and special guests, all the while representing SCI-FI-LONDON.

- PROMOTIONS

Before and during the festival you may be asked to hand out fliers and programmes to potential attendees. You will be asked to spread the festival via social networking, word of mouth, and leaflet distribution.

- USHERS

You will be responsible for ensuring all guests find their seats and enjoy the film with minimal interruptions. You may be the “in screen” contact, so if a member of the audience has a problem during the film, you can identify it and deal with it quietly and efficiently so as to cause minimum disruption. There will be help during Q&As and even a bit of cleaning up ready for the next show.

- PROJECTION ROOM ASSISTANT/TECHIE

You may be asked to help set up Q&A sessions and in-screen events (i.e. film school, debate and pub quiz) liaising with venue staff and projection room assistants. You may be asked to set up microphones, sound, and lighting within the screen. You will also be asked to keep track of all equipment. Let us know if this is the kind of thing you relish or hate doing!

- SET UP AND PACK DOWN

We will need a helping hands before and after the festival to set up and pack down. Don't worry, we have a machine to blow up balloons!

CONTACT US

If you need any further questions about volunteering email: wrangler@sci-fi-london.com
We'll be in touch about dates of team meetings, and out our facebook group.

We hope that you have a great festival and thanks again.

Louis & the SFL Team