

19th Annual VAFF

Summary for Volunteers

Thank you for volunteering for the 19th Annual Vancouver Asian Film Festival (VAFF). VAFF is a non-profit organization fully run by volunteers.

Where & When

This year, VAFF will take place from November 5 to November 8 at Cineplex Odeon International Village (3rd Floor, 88 West Pender Street, Vancouver, formerly known as 'Tinseltown').

VAFF Membership

Many of the films screened at VAFF have not been classified by Consumer Protection BC. Therefore, by law, only Members of the VAFF society may attend screenings at the Festival. Guests must present their Membership Cards before attending each screening. To receive Membership, guests should complete the VAFF Membership Form and pay \$2. Some guests may have obtained their Memberships before the Festival, in which case they still need to present their Membership Cards when attending screenings.

Event Pricing

\$15 | Opening Film, Showcase Film, Centrepiece Film, Closing Film Screenings
\$10 | Evening Screenings (screenings after 6pm)
\$8 | Matinee Screenings (screenings before 6pm)
\$15 | VAFF Industry Insight Seminar Series – single panel
\$25 | VAFF Industry Insight Seminar Series - double panels

Requirements

Dress: We ask that you dress professionally and wear dark clothing. Jeans are acceptable if they are presentable (i.e. clean and not ripped). We will provide you with a VAFF T-shirt.

The Physical Location: Please familiarize yourself with the cinema and the mall. The washrooms are located on the second floor, between, the food court stalls, and in the cinema, close to the exits. Bank machines are located in the theatre atrium and in the 7-Eleven on the ground floor.

Valuables: Neither VAFF nor the cinema can assume responsibility for lost or stolen items. Please leave your valuables at home.

Shifts: At the start of your shift, please check in with one of the supervisors – i.e. the Volunteer Coordinators, the Box Office Manager, or the Team Leader. Likewise, at the end of your shift, please check out with one of the supervisors and return your VAFF lanyard. Most shifts last around three and a half hours. You have a signed up for your shifts when you applied to be a volunteer. If you need to change or cancel your shift(s), please contact us as soon as possible so that we may find a replacement for you.

Roles

Team Leader

- Assists the Volunteer Coordinators in signing in and signing out volunteers
- Assist the Box Office Manager in ensuring the security of the cash and the accuracy of the ticket sales records
- Answers volunteers' questions
- Relieves volunteers during breaks

Host / Greeter

- Directs guests to the correct lines
- Answers questions about the Festival
- Helps to ensure that all guests have Membership Cards, and tickets

Ticket Sales

- Conducts ticket sales onsite
- Ensures that everyone buying a ticket is informed of membership requirements
- Fills out the ticket control sheet to ensure an accurate count
- Assists guests in filling out Membership Forms
- Ensures that the VAFF Member's name, phone number, e-mail address, date, and signature are on the Membership Form

Line Up

- Ensures that guests entering the line-up have Membership Cards and have purchased tickets
- Checks the names of those who purchased their tickets online
- Directs non-Festival moviegoers to the cinema staff

Usher

- Ensures that all guests have Membership Cards or passes
- Directs latecomers among the guests to the seats
- Assists with theatre clean up

Event Staffing

- Collects tickets and checks passes at VAFF parties
- Helps setup and takedown signs and banners

Benefits of Volunteering

Each shift that you complete as a volunteer entitles you to one free admittance to an evening screening (other than Opening, Closing, Centrepiece, and Showcase presentations), or two admittances to matinee screenings. You are also invited to all VAFF parties, including the Volunteer Appreciation Party, which will take place approximately two weeks after the Festival.

Contact Information

Please do not hesitate to contact us if you have any questions, concerns, or comments. It is generally best to e-mail us at VAFFvolunteer@gmail.com. If you need to contact us urgently, please call or text us at:

Callan 778-999-0014

Johnny 604-786-5388