VOLUNTEER TRAINING MANUAL

GANDEN STATE FILM FESTIVAL

MANCH 23-MANCH 27, 2022 In-Penson Festival Events

MANCH 28-APNIL 3, 2022

VINTUAL ACCESS ONLINE



GET TICKETS TODAY!



NEW JEASEY'S PAEMIER INDEPENDENT FILM FESTIVAL

WWW.GSff.OhG • #GSff







Over 193 films in 6 VENUES

from 16 Countries in 5 days in person, 7 days virtual



VOLUNTEERS

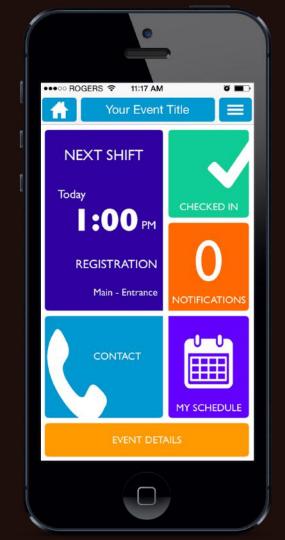
FROM ALL OF US AT GSFF!



WITHOUT OUR ARMY OF DEDICATED VOLUNTEERS.

VOLUNTEER APP DOWNLOAD NOW





GARDEN STATE FILM FESTIVAL



LAUREN CONCAR SHEEHY
Executive Director



KRISTEN DIRATO Director of Operations



GARDEN STATE FILM FESTIVAL

STEPHANIE CLINEMAN



Board Member Czar Manager

Filmmaker Hospitality



Board Member CHARLENE HORNE



GARDEN STATE FILM FESTIVAL

TATIANA FIORE

Production Coordinator







ADELE TAYLOR
Social Media





SAGE DELVALLE

Director of Technology



1 (800) 262-5108





Web Apps



Mobile Apps





→ www.fsdigitalagency.com

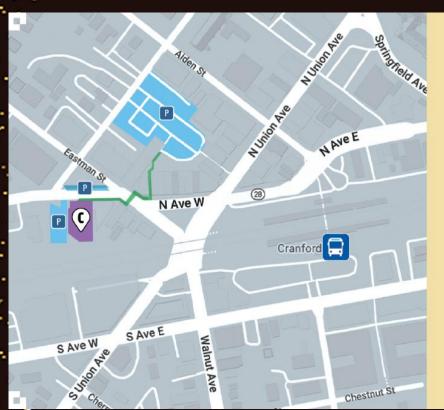


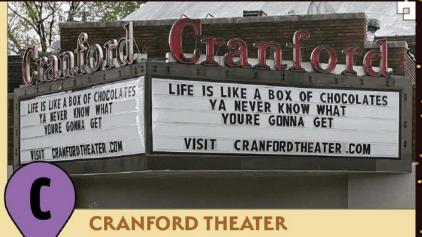
2022 Garden State Film Festival VENUE LOCATIONS



CRANFORD THEATER

Wednesday and Saturday 7pm-9pm





25 N Ave W, Cranford, NJ 07016

There are some free parking lots, off season, as availability lasts:

- In the side parking lot directly next to The Cranford Theater.
- Designated parking spaces across from the entrance of The Cranford Theater.
- Municipal parking lot at 106 Miln Street, Cranford, NJ 07016.
- Follow the pedestrian walkway as indicated in green.



WEDNESDAY, MARCH 23, 2022













GLASYA'S HENESY

NED SMILEY DEATH FACE HIT

TWINE

SPLINTEN

C1 | IN PERSON | 7:00PM - 9:00PM



CRANFORD THEATER | 25 NORTH AVENUE WEST, CRANFORD, NJ SATURDAY, MARCH 26, 2022



#D€!



GNACELAND





I'M A VAMPINE FOUNTH GNADE

C2 | IN PERSON | 7:00PM - 9:00PM



2022 Garden State Film Festival ASBURY PARK MAP & PARKING VENUE LOCATIONS

2022 Garden State Film Festival

















66 S Main Street, Ocean Grove, NJ



2022 Garden State Film Festival ASBURY PARK MAP & PARKING VENUE LOCATIONS

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GSFF JITNEY EXPRESS

Need Help To Get Around? Take the Free Jitney!



Install the
"Asbury PARK - Parking App"
on your phone or look for a nearby pay
station kiosk.

Park. Pay. Be on your way.

Look for street signs with your zone.





Keep track of your meter and receive alerts when your time is almost up. You can easily extend your time through the app without worry. You will need to **know your zone**, so look for the street signs where you park.

- Central Zone 33200
- Waterfront Zone 33300
- Downtown Zone 33100

There are some free parking lots, off season, as availability lasts:

- South of **The Wonder Bar**115 Fourth Avenue, Asbury Park, NJ
- The Stone Pony Parking Lot
 110 Third Avenue, Asbury Park, NJ



GSFF Jitney Express ADA Compliant

Frank, "The Jitney Guy," will be running the GSFF Jitney Express! The Jitney will make stops at all venues and downtown throughout the festival.

Hop on and hop off. Give yourself plenty of time to travel in between venues!

LIVE VENUES ARE...



BERKELEY HOTEL

1401 OCEAN AVE ASBURY PARK

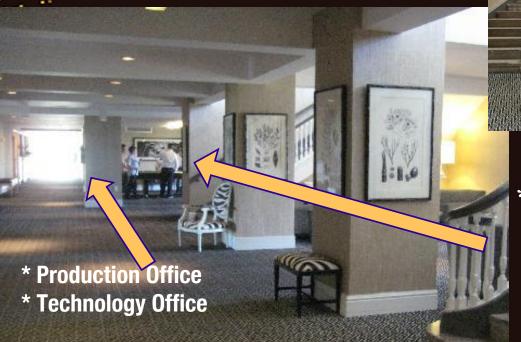
LOBBY AND PRODUCTION OFFICES
KINGSLEY BALLROOM: 1st Floor
CONTINENTAL ROOM: 2nd Floor

JOHNNY & JUNE: Happy Hour (Sat):

OVAL ROOM: 2nd Floor (Sun)

CRYSTAL BALLROOM: 2nd Floor (Sun)

VENUES



Lobby

* Filmmakers Lounge

BERKELEY HOTEL

1401 OCEAN AVE ASBURY PARK

LIVE VENUES UP CLOSE

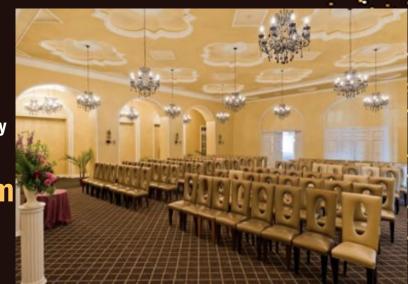


FILM SCREENINGS **SATURDAY & SUNDAY**

Kingsley Ballroom

(1st Floor)
Volunteer Room: Behind Kingsley

Continental Ballroom (2nd Floor)



SATURDAY HAPPY HOUR



SATURDAY @ 5:00PM-5:45PM

LIVE VENUES ARE...



THE ASBURY HOTEL

210 FIFTH AVE, ASBURY PARK

<u>ASBURY HALL- ENTRANCE TO THE LEFT OF THE MAIN ENTRANCE</u>



ASBURY LANES

209 4TH AVENUE, ASBURY PARK

LIVE VENUES UP CLOSE



ASBURY LANES

THURSDAY – Meet the Filmmakers
FRIDAY – Gala and Opening Feature
SATURDAY & SUNDAY – Screenings

ASBURY HOTEL

Saturday and Sunday - Film Screenings



VENUES

Jersey Shore Arts Center

66 S. Main Street, Ocean Grove

Theater: 1st Floor

Volunteer Room: 2nd Floor





VENUE CZAR

please learn the schedule

EACH VENUE HAS A MANAGER IN CHARGE OF OVERSEEING ALL VOLUNTEERS FOR A SHIFT AND FACILITATING THE OVERALL PRECISION OF A SCREENING BLOCK.

* We need photos of everything. Please take photos/selfie's while you are working and email to Kristen kristen@gsff.org

VOLUNTEER POSITIONS

ALL VOLUNTEERS MUST REPORT TO THEIR VENUES AND CZARS.

(Do Not come to the Production offices)



POSITION NOT NEEDED ANYMORE COVID Health Screeners



SOME OF THE OTHER JOBS:

TICKET TAKERS / USHERS
BOX OFFICE / TICKET SALES
MERCHANDISE SALES
FILMMAKER HOSPITALITY
GSFF INFORMATION GUIDE
PROJECTIONIST

HOW A SCREENING BLOCK FLOWS:

EVERY SCREENING BLOCK HAS A HOST!!



HOST OR CZAR will read the provided script (IT'S IN THE BINDER IN THE VENUE CONTAINER)

All films will be played in each block. After all films screen:

- HOST/CZAR WILL MODERATE Q & A
- IF YOU SEE THE Q&A RUNNING OVER PLEASE HELP HOST WRAP IT UP!!

HOST/CZAR ASKS PATRONS TO EMPTY SCREENINGS TO ENSURE
THE SCHEDULE STAYS ON TRACK





WWW.GSFF.ONG - #GSFF

CREW



CZAR







VOLUNTEER

FILMMAKER

DEU KNAY) PARINEN DOEPERDERI

annes 📠 (

** allows patrons to get into <u>MOST</u> events, screenings, and parties ** <u>DOES NOT INCLUDE AWARDS BANQUET - SEPARATE TICKET</u>





DOES NOT GIVE YOU VIRTUAL ACCESS



TICKET TAKERS/USHERS

ANNIU E NSANY.

This job includes taking tickets and includes 'holding the line'

SCREENING EVENT \$17

MULTI-PASS SOLD OUT

MEET THE FILMMAKERS EVENT (Thurs) \$25

FRIDAY GALA (Fri) SOL

SATURDAY DAY PASS

SUNDAY DAY PASS

AWARDS RECEPTION

SOLD OUT TICKETS - CAN
\$30 SHOW YOU A

\$30 \$20

\$125

2022 TICKET PRICES

* plus any applicable venue fees

PRE-PURCHASED

PHONE

GSFF.ORG/TICKETS



TICKET TAKERS/USHERS



Taking tickets, 'holding the line' and directing those WITHOUT tickets or badges to hospitality or box office.

DO NOT RIP OR TAKE THE WEEKEND PASS & THE DAY PASS

** WRITE 2022 ON THE BACK OF THE TICKET **

(next to the sticker)

INDIVIDUAL SCREENING TICKET

Film goers can purchase single ticket (until theater is full)



This is the ONLY Ticket that gets RIPPED or you could take it from them.

New Jersey's Premier Film Festival

SARDEN STATE FILM FESTIVAL New Jersey's Premier Film Festival*



FARMENESTAXE

(C) (C) (C) (C) (C) (C)

Print At Home Tickets are purchased through brownpapertickets.com





MERCHANDISE

T-SHIRTS, LONG SLEEVE, CAPS, MAGNETS

Duties include:

* Selling festival merchandise at the entrance to the various venues.





- * MAKING SURE ALL VENUES ARE KEPT STOCKED WITH MERCHANDISE (PLEASE ADVISE CZAR IF RUNNING LOW)
- * MAKING SURE ALL MERCHANDISE IS DISPLAYED NICELY AND IS HOCKED TO ATTENDEES BEFORE AND AFTER EACH SCREENING.

GSFF DOES NOT SURVIVE ON TICKET SALES ALONE.

MERCHANDISE SALES, AS WELL AS DONATIONS, HELP TO ENSURE
THAT WE WILL CONTINUE TO EXIST.

GSFF MERCHANDISE













GSFF MERCHANL









LONG SLEEVE

(NAVY)

SMALL, MEDIUM, LARGE, XL \$18.00

SMALL, MEDIUM, LARGE, XL \$32.00

GSFF MERCHANDISE





BLACK

\$20.00

WHITE

\$5.00

HOSPITALITY

DISTRIBUTING BADGES TO FILMMAKERS, ANSWERING FILMMAKER QUESTIONS AND MAKING THEM FEEL WELCOMED AND IMPORTANT.

* THIS MAY INCLUDE SOME HAND HOLDING





GSFF INFORMATION GUIDE & CUSTOMER SERVICE:

DUTIES INCLUDE: HAVE A GOOD UNDERSTANDING ABOUT HOW THE FESTIVAL WORKS (I.E. SCREENING BLOCKS), AS WELL AS GENERAL INFORMATION ABOUT ASBURY PARK AND THE SURROUNDINGS.

OUR FILMMAKERS

PLEASE THANK THEM FOR SHARING THEIR FILMS AND COMING FROM FAR AND WIDE. THEY TRAVEL HOME AND TELL THEIR FRIENDS AND THIS IS HOW WE GET REALLY GREAT FILMS EVERY YEAR!





PLEASE NOTE THAT OUR FILMMAKERS COME FROM ALL OVER THE WORLD.

HOW THE FILMMAKERS SEE US IS THE MOST IMPORTANT ASPECT OF HOW WE.

ARE PERCEIVED TO THE FILMMAKING COMMUNITY GLOBALLY, AND OUR

ABILITY TO GARNER THE BEST FILMS YEAR AFTER YEAR.

EACH FILM GETS 2 FILMMAKER BADGES FOR KEEPSAKE.

IF ANYONE ELSE FROM THE FILM WANTS A BADGE, FILMMAKERS CAN PURCHASE MULTI-PASS & SWAP THEM OUT FOR A FILMMAKER BADGE.

GSFF APP - DOWNLOAD THE 2022 APP





Garden State Film Festival 2022

Download our official app:





腿 Scan QR Code



CUSTOMIZE YOUR OWN PERSONAL SCHEDULE

BE COMFORTABLE AND PRESENTABLE

Thursday Evening:

Meet the Filmmakers

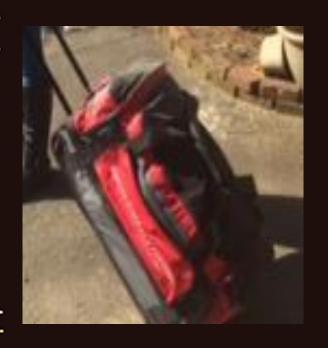
Friday Evening:

Opening Gala - Cocktail attire





VENUE SUPPLIES AND HOW TO USE THEM



Venue Container:
CZAR...FIND IT...
IT IS IMPORTANT!!

Contains all supplies needed for the Venue: merchandise, flashlights, first aid kit, 1 Production Book (A go-to guide of the entire festival. Please take a minute to look it over).

***OPEN ALL COMPARTMENTS OF THE VENUE CONTAINER!!! ***



BOX OFFICE NOTES / **ADA POLICY OUR WHEELCHAIR BOUND FRIENDS** WITH **ONE HELPER ADMITTED FREE**



FREQUENTLY ASKED QUESTIONS & ANSWERS:

At every Venue!

Bathroom Please refer to map in program.

WHERE CAN I GET A PROGRAM?

HOW DO I GET TO (ANY VENUE)?

WHERE DO I BUY TICKETS?

WHERE DO I BUY MERCHANDISE? Each Venue will have a BOX OFFICE that sells tickets. Each Venue, or within the proximity will sell

merchandise. The largest size selection is at the

Main Box Office in the Berkley Oceanfront Hotel.

Check schedule. Best way is to download the new

WHAT TIME DOES THE SHOW START?

Also, look at the middle fold in program and

WHERE ARE THE BATHROOMS?

Please notice where they are

closest to your venue.

app

www.gsff.org

VOLUNTEER PERKS:



PERKS:
COMPLIMENTARY INPERSON
MULTI-PASS

Discounted Room Rates at the Berkeley Hotel and Asbury Hotel

VOLUNTEER & CRAFT SERVICES ROOM WILL BE LOCATED AT EACH VENUE.

** PLEASE DON'T TRAVEL WITH THE FOOD

EMERGENCY PROCEDURES



HOW TO REPORT A FIRE

If you discover a Fire or Smoke Condition

- 1. Pull the nearest fire alarm/pull station. This will notify the local fire department
- 2. Call 911 from a safe location to confirm & identithe location of a fire in the building.
- 3. Direct others to evacuate the building.

If you SUSPECT a fire in the building call 911. Small fires in their incipient stage can be extinguished with a fire extinguisher only if the fire alarm has been activated and the user is trained to use a fire extinguisher. Attempt to extinguish or control a fire only if you can do so without endangering your own or anyone else's safety.



EMERGENCY EXITS

When you arrive at your assigned venue familiarize yourself with the location of all emergency exits. Paying particular attention to those located near where you will be stationed.

In the event of an emergency that causes the venue to have to be evacuated; direct the patrons to the nearest emergency exit that is away from the immediate emergency.

Move patrons away from the building to a designated evacuation site immediately to avoid danger from falling debris & to allow room for First Responders. Do not congregate in lobby areas or just outside exit doors.



POLICE ACTIVITY PROCEDURES

In the event that the staff notice or are informed there is police activity in the area it may be necessary to ask the patrons to remain seated in the venue and not exit during intermission or after a show until it is safe to do so.

Examples include: Active Shooting, Suspect Search, Robbery, Etc.



Please remain vigilant and keep patrons away from windows and inside the auditorium. Please keep patrons calm and inform them that they are not in immediate danger and that this is standard procedure.

In the event of police assisted evacuation, follow all police instructions, as they are now in charge. Advise patrons to remain calm upon exiting, walk don't run, and listen to all instructions given to you by the police officers.

POWER OUTAGE (BLACKOUT) PROCEDURES

As soon as the power goes out, an announcement should be made from the stage (this most likely will be from venue staff) asking the audience to remain in their seats until the situation is clarified.

Power outages are sometimes of short duration and during a performance it may be less hazardous for patrons to remain in their seats than to exit the darkened building. After a period of time the venue staff will make the determination to evacuate or continue to wait. If it is decided to evacuate, follow the evacuation procedures.

For reporting a power outage or to check when power will be restored: JCP&L 1-888-544-4877



PROCEDURES FOR DISABLED AND PEOPLE WITH SPECIAL NEEDS

People with disabilities will often need assistance to evacuate. The individual with the disability is the best expert in his or her disability, so always ASK a person with a disability how you can help BEFORE attempting any rescue technique or giving assistance. Ask how he or she can best be assisted or moved, and whether there are any special considerations or items that need to come with the person.

Unless imminent life-threatening conditions exist in the immediate area occupied by a non-ambulatory or person with a disability, relocation of the individual should be limited. Wheelchair accessible areas for patrons should be closest to the ramp egresses.



MEDICAL EMERGENCIES

Never attempt procedures that you are not certified to practice. The following are guidelines that, combined with a level of critical judgment, should help to determine the status of the patient and the nature of the emergency:

IN THE CASE OF ANY SERIOUS MEDICAL EMERGENCY CALL 9

- State the nature of the emergency.
- State the exact location of the emergency.
- State your name and callback phone number.
- Do not hang up until the emergency dispatcher does so. He/she may need information.

Only if you are trained in CPR and First Aid should you administer aid to the in in life threatening situations.

If there is an AED on site and you are trained in the proper use only then administer this aid as it can make the difference in saving someone life until medical personnel arrive.

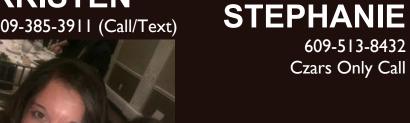


IMPORTANT!

We need YOU to be on time! PLEASE WEAR A WATCH!

KRISTEN

609-385-3911 (Call/Text)





TATIANA 303-917-9124 Call/Text)



609-432-3209 (Call/Text)

THANK YOU TO ALL OUR

CHERISHED

VOLUNTEERS!!!

Please Call if you are having any trouble being on time.

24-hour notice (text/call) if you **CANNOT make your shift**.

Please make sure that you get a response, so that you know your message has been received.



#SOCIAL MEDIA

We want to see you!

Any photos you take

please use

#GSFF #GSFF2022



