

# VOLUNTEER TRAINING MANUAL 2024

22ND

# GARDEN STATE film festival

MARCH 21-24, 2024

[www.gsff.org](http://www.gsff.org)

NEW JERSEY'S PREMIER INDEPENDENT FILM FESTIVAL®



Supported in part by a grant  
from NJ Department of State,  
Division of Travel and Tourism.



Made possible by funds from the  
New Jersey State Council on the Arts, a partner  
agency of the National Endowment for the Arts.

# NEW JERSEY'S PREMIER INDEPENDENT FILM FESTIVAL®

over **200** *FILMS*  
in **8** *VENUES*  
from **14** *COUNTRIES*  
in **4** *DAYS*



# GARDEN STATE FILM FESTIVAL

PRODUCTION CREW

**LAUREN CONCAR SHEEHY**

Executive Director



**KRISTEN DIRATO**

Director of Operations



# GARDEN STATE FILM FESTIVAL

## PRODUCTION CREW

### STEPHANIE CLINEMAN



CZAR Manager  
HOST Manager  
Board Member



### TATIANA FIORE

Production Coordinator

### TAYLOR MUELLER

Social Media Coordinator



# GARDEN STATE FILM FESTIVAL

## PRODUCTION CREW

**LISA ABRAHAM**

Filmmaker Hospitality



**MIKE LIVINGSTON**  
Technology Specialist

**LISA VASAPOLLO**

Assistant  
Production  
Coordinator





# 2024 LISTINGS AT A GLANCE

## SYMBOL KEY

Venue ID/Block Number **ABC123**  
 Frighting, Violence and Gore **⚠**  
 Subtitles Available for the Hearing Impaired **Ⓢ**

## PANEL DISCUSSION

Filmaking is Booming in New Jersey!

SATURDAY, MARCH 23

9:30-11:00 AM

BERKELEY OCEANFRONT HOTEL  
 Johnny And June Room

## 22<sup>ND</sup> ANNUAL AWARDS BANQUET

SUNDAY, MARCH 24

6:30-10:30 PM

Black-Tie Optional

Cocktails followed by a sit-down dinner, where we acknowledge this year's best with presentations of awards to winning filmmakers and high-profile honorees in attendance.

THE ENGLISH MANOR  
 1107 Logan Road  
 Ocean Township, NJ

## WINNING SCREENPLAY COMPETITION TABLE READ

*The Duke Is Legit!*  
 Written by Dan Clemens and Laurie Clemens Maier

SUNDAY, MARCH 24

10:00-11:30 AM

BERKELEY OCEANFRONT HOTEL  
 Oval Room on the Second Floor

	ASBURY LANES 209 Fourth Avenue Asbury Park, NJ	ASBURY HOTEL 210 Fifth Avenue Asbury Park, NJ	BERKELEY OCEANFRONT HOTEL Asbury Hall, First Floor 1401 Ocean Avenue Asbury Park, NJ	JERSEY SHORE ARTS CENTER Palia Theater, 66 S Main Street Ocean Grove, NJ	JERSEY SHORE ARTS CENTER Palia Theater, 66 S Main Street Ocean Grove, NJ
<b>THU 3/21</b>	7:00-9:30 PM • Meet the Filmmakers				
<b>FRI 3/22</b>	7:00-8:30 PM • Gain Cocktail Reception • Opening Ceremonies • The Martini Shot <b>After Party</b> • Celebrate GSFF and our talented filmmakers				
<b>SAT 3/23</b>	<b>PANEL DISCUSSION</b> <b>9:30-11:00 AM at the Berkeley Hotel in the Johnny and June Room</b>				
	<b>11:45 AM-2:00 PM</b> • The Handman • Some Old News • Birds of Paradise • Back To 1964 By The Atomic Age Project • Shot in the Dark (Destella En La Oscuridad) • Quasar Commando • Una Carta a Mis Hijas • I Am What You Imagine • The Legend • Chick Pics • Xander • About People and About War • DeadBall • MSG: Mysterious Savory Grains <b>2:30-4:45 PM</b> • Hot Singles • Skobopoli • Bounding • Quiet Mom's Working! • Two For The Road • LOS • Karma is a Hitch	<b>11:45 AM-2:00 PM</b> • Translator • Dear Lisa • Couple of Cards • Secret of the Straps Part II • Game, Interrupted • The Photographer's Girlfriend • Translators • Shots <b>2:30-4:45 PM</b> • The Luckiest Man Alive • Why I Had To Kill You While You Slept • A Town Called Purgatory	<b>9:15-11:45 AM</b> • High School Films • See Last Column: <b>Ⓢ</b> <b>11:15-2:15 PM</b> • Time • Always Room For One More <b>Ⓢ</b> • Humanist Vampire Seeking Consenting Suicidal Person <b>2:45-5:00 PM</b> • After Ashor Terrace • The Syrian Communist <b>Ⓢ</b> • Hans Cosses The Rubicon <b>Ⓢ</b>	<b>12:00-2:00 PM</b> • Truth to Transformation • Toothache: The Painful Truth About Oral Health Care Integrity <b>2:30-4:45 PM</b> • The Apps • Ageless • Stargazers <b>12:00-2:15 PM</b> • Born to Be Someone • The 21 Film Series: Cape May • Alexandra McGeer • nothing, except everything • The Fast Track Program • The Beatles and Beyond: A Lasting Legacy • Quarter Life Crisis • Hollywood New Jersey <b>3:00-5:15 PM</b> • The 21 Film Series: Union County • I Think I'm Sick	<b>CT25</b> <b>CT26</b>
	<b>HAPPY HOUR</b> <b>5:00-6:00 PM at the Johnny &amp; June Room in the Berkeley Oceanfront Hotel, Celebrate The Garden State Film Festival's Talented Filmmakers!</b>				
	<b>6:15-8:30 PM</b> • MagShot • Lost and Found • Don Q <b>9:00-11:15 PM</b> • Chomp • A Suit and a Straight Razor • Hide Your Crazy • Faceless After Dark <b>WARNING: This film contains scenes with a strobing effect that could affect photosensitive viewers.</b>	<b>6:15-8:30 PM</b> • Pushover • Inn • Gay Meets Girl • Chocolate Milk • Double Issues • SWIPE NYC • Men Down II <b>9:00-11:15 PM</b> • Scoundrel • Last Known Location	<b>6:00-8:30 PM</b> • Hit and Run • The Nanny • Chocolate Cake • Future Ads • Double Issues • Nice You Meet Me • The Salts • That's Not My Mother • 100 Proof Warlock • UNDATED • The Woman In the Room <b>9:00-10:45 PM</b> • The Black reCat • Shark Isle • The Notes: Only Visible in Darkness • The Unguarded Dead • Missing Her • Pumpkinsstein <b>After Party</b> • GSFF Karaoke located in The Berkeley Bar	<b>6:15-8:30 PM</b> • Phoenix • The Nanny <b>9:00-11:15 PM</b> • Ethical Man • Revelation • Saint Michael of the City <b>CT18</b> <b>CT19</b>	<b>5:45-8:00 PM</b> • Equal Opportunity • The Nanny <b>9:00-11:15 PM</b> • Ethical Man • Revelation • Saint Michael of the City <b>CT18</b> <b>CT19</b>
<b>SUN 3/24</b>	<b>12:00-1:45 PM</b> • Monmouth County Celebrates America's 250th Anniversary • Building Curiosity • You Are Not Small • A Time Once Grew Here • Why Electric School Buses are the Future • The 21 Film Series: Monmouth County • The Signal And The Noise • Life on the Edge - Exploring New Jersey's Coastal Ecosystems • The Troop Heat • This Is Why We Train <b>2:15-4:30 PM</b> • Scrimshaw • The Policeman's Fall • American Royalty	<b>12:15-2:30 PM</b> • Surprise • Step Into The Highway • Miracle On 74th Street • Don't Tell Larry <b>3:15-5:00 PM</b> • Why Electric School Buses are the Future • The 21 Film Series: Monmouth County • The Signal And The Noise • Life on the Edge - Exploring New Jersey's Coastal Ecosystems • The Troop Heat • This Is Why We Train <b>CT13</b> <b>CT14</b> <b>CT15</b>	<b>12:15-2:15 PM</b> • On the Street • David's Doodles • Long Shot • Let's Talk • My Dear Aunt Sally • Save The First Child • Trinity Hall: Origins <b>2:45-5:00 PM</b> • Magic Socket • The 21 Film Series: Warren County • Ambrosia • Two Lives in Pittsburgh <b>CT21</b> <b>CT22</b>	<b>12:00-2:00 PM</b> • The Naming of the Things • East • The Film Make-Hee, The Lisa Anzures Story <b>2:30-4:45 PM</b> • No Witnesses • The Fuse • Jersey Beed <b>CT23</b> <b>CT24</b>	<b>BERKELEY OCEANFRONT HOTEL</b> Oval Room, Second Floor 1401 Ocean Avenue Asbury Park, NJ <b>10:00-11:30 AM</b> Winning Screenplay Competition Table Read <i>The Duke Is Legit!</i> , written by Dan Clemens and Laurie Clemens Maier

AWARDS BANQUET **6:30-10:30 PM at The English Manor**

## FILM-MAKER BREAKFAST

Open to the Public.  
 Tickets Purchased at the Door.

SATURDAY, MARCH 23

8:30 AM

BERKELEY OCEANFRONT HOTEL  
 Johnny And June Room

## HIGH SCHOOL FILM SCREENINGS

Berkeley Oceanfront Hotel  
 Kingsley Ballroom

SATURDAY, MARCH 23

9:15-11:45 AM

• A History Of Video Violence  
 • Theater Through the Eyes of Performers  
 • Clifton: My Hometown  
 • World Champions: Hammonston Little League  
 • The Challenge  
 • Generations of Homemade Happiness  
 • Behind the Stage: Exit 109  
 • Conserve To Preserve Rap Video  
 • Sexual Harassment PSA  
 • Trapped In a Hallmark Movie  
 • Shreds of Evidence  
 • State  
 • How to Survive Film Class  
 • The Bus  
 • For My Next Trick  
 • The Hex  
 • Big Butts  
 • Room  
 • Withering  
 • Watch Your Back  
 • The Last Litho  
 • My Joy Has Arrived  
 • USHER 1F Seeing Forward

SUNDAY, MARCH 24

9:15-11:45 AM

• How Can I Not?  
 • What Does Voting Mean to You?  
 • You Vote Matters  
 • Ties  
 • Subjective Worlds  
 • ROCKIT! "The Making of a Musician"  
 • Lafayette & Noble  
 • The Virus  
 • Little Blob  
 • 1 2 3 Red light, Green light  
 • Marfist  
 • Tellurium vs Gold  
 • Train Wreck  
 • Time  
 • At Odds  
 • Plans  
 • You Don't Know What It Takes to Come Home  
 • Me vs Me  
 • The Daydreamer  
 • Between  
 • One Night Die  
 • Rock and a Hard Place  
 • Luckier Killer  
 • Netas de Amor  
 • Morgan and The Waves  
 • TMM  
 • OGD  
 • The Last Call  
 • Supernova

# LEARN THE SCHEDULE

Go to  
[www.gsff.org](http://www.gsff.org)  
 and navigate  
 to Film Info

# NEW FESTIVAL AT A GLANCE

# 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.



All parking is self parking.

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

Makes stops at all venues both Saturday and Sunday. Frank, "The Jitney Guy," makes it easy for you to hop on and hop off but give yourself plenty of time. Tipping is encouraged.

# 2024 GSFF VENUE LOCATIONS



**MAP OF ASBURY PARK, NJ**



**1**

**ASBURY LANES**

209 Fourth Avenue, Asbury Park, NJ



**2**

**ASBURY HOTEL  
Asbury Hall**

210 Fifth Avenue, Asbury Park, NJ



**3**

**BERKELEY OCEANFRONT HOTEL**

Kingsley Ballroom, Oval Room and  
Johnny & June's Room (J+J's Event Space)  
1401 Ocean Avenue, Asbury Park, NJ

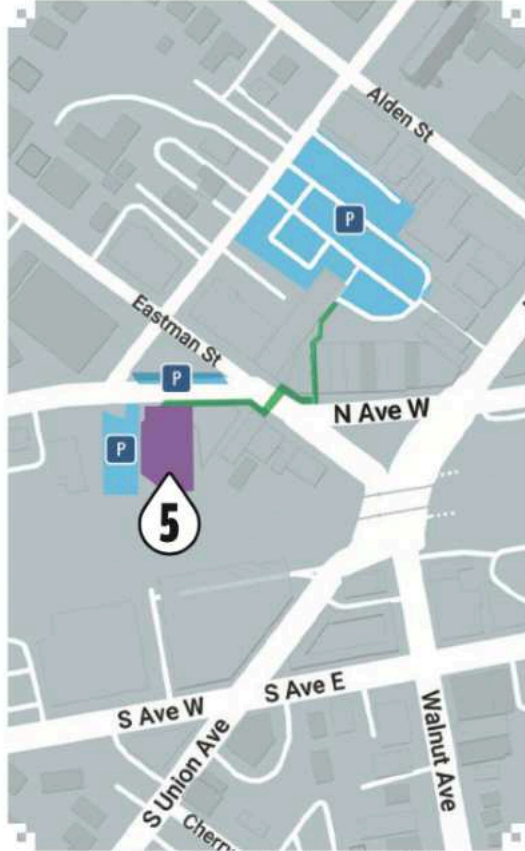


**4**

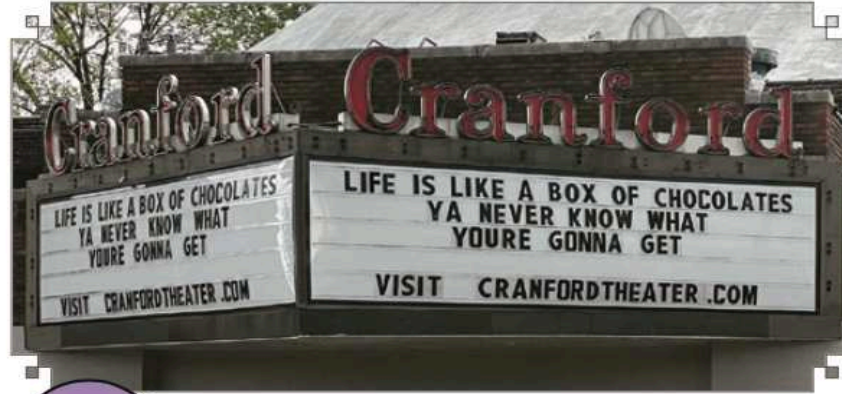
**JERSEY SHORE ARTS CENTER  
Palaia Theater**

66 S Main Street, Ocean Grove, NJ

# 2024 GSFF VENUE LOCATIONS



MAP OF CRANFORD, NJ



## CRANFORD THEATER

25 N Ave W, Cranford, NJ

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.



## ADA Compliant

GSFF prides itself on being ADA compliant with all of our venues. For more details about accessibility at each venue, please visit our website at:

[gsff.org/policies-procedures/#gsff-ada-policy](https://gsff.org/policies-procedures/#gsff-ada-policy)

## How to Purchase Tickets Online



Events run from March 21–24, 2024.

Visit [gsff.org/tickets](https://gsff.org/tickets) to purchase online and follow the instructions.

# VENUES

## BERKELEY HOTEL

1401 OCEAN AVE ASBURY PARK



# VENUES

## BERKELEY HOTEL

1401 OCEAN AVE ASBURY PARK



## SATURDAY AND SUNDAY FILM SCREENINGS

**Kingsley Ballroom**  
(1st Floor)



# VENUES

## ASBURY LANES

209 4TH AVENUE, ASBURY



## THURSDAY

MEET THE FILMMAKERS



**FRIDAY**  
GALA AND  
OPENING  
FEATURE

**SATURDAY AND  
SUNDAY**  
FILM SCREENINGS

# VENUES

## ASBURY HALL

210 5TH AVENUE, ASBURY PARK



**LOCATED IN THE  
ASBURY HOTEL**

*ENTRANCE TO THE LEFT OF  
THE MAIN ENTRANCE*

## SATURDAY AND

## SUNDAY FILM SCREENINGS



# VENUES

JERSEY SHORE ARTS CENTER

66 S. MAIN STREET, OCEAN GROVE



## SATURDAY AND SUNDAY

## FILM SCREENINGS

**Palaia Theater**

**(1st Floor)**

**Volunteer Room**

**(2<sup>nd</sup> Floor)**





# HOW A SCREENING BLOCK FLOWS

EVERY SCREENING BLOCK HAS A HOST

**HOST OR CZAR will read a script**  
(a copy is in the binder in the venue container)

## AFTER ALL FILMS SCREEN

- \* HOST/CZAR WILL MODERATE A 15-MINUTE Q&A
- \* IF THE Q & A IS RUNNING OVER,  
CZAR WILL HELP HOST WRAP IT UP

**Host/Czar** asks patrons to empty screenings to ensure the schedule **stays on track.**

Guide to Filmmaker Lounges.





# **GARDEN STATE FILM FESTIVAL ADA/DEI POLICY**

## **ADA ACCOMMODATIONS**

- **ASL**
- **ASSISTIVE LISTENING DEVICES**
- **BRAILLE**
- **LARGE PRINT**
- **SUBTITLES**
- **VENUES**
- **WEBSITE**
- **WHEELCHAIRS, POWER-DRIVEN MOBILITY DEVICES, WALKERS**

## **DEI POLICY**

**EFFECTIVE COMMUNICATION WITH OUR PATRONS WITH DISABILITIES**

**PEOPLE FIRST TERMINOLOGY**

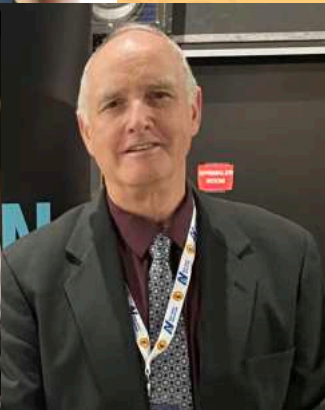
**SERVICE ANIMAL POLICY**

- **PHYSICAL DISABILITIES**
- **VISUAL DISABILITIES**
- **HEARING DISABILITIES**
- **SPEECH DISABILITIES**
- **COGNITIVE DISABILITIES**
- **SERVICE ANIMAL POLICY**



# 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](mailto:kristen@gsff.org)



# VOLUNTEER POSITIONS

BOX OFFICE / TICKET SALES  
TICKET TAKERS / ADA ASSISTANCE  
50/50 RAFFLE SALES  
MERCHANDISE SALES

HOSPITALITY  
GSFF INFORMATION GUIDE  
PROJECTIONIST  
USHERS

**ALL VOLUNTEERS MUST  
REPORT TO THEIR VENUES  
AND CZARS**

(Please **do not** come to the Production Offices)

## CHECKING IN FOR SHIFT

Czars, Production Coordinator and  
Various Crew will be at your venue to  
help check you in and guide you in  
your position

You can pick up your **Volunteer Badge** at your venue



# BOX OFFICE

Direct those who need  
assistance **accessing**  
**their ticket** on their phone  
to the tech person



**PARKWAY-PASS**

**SOLD OUT**

**MEET THE FILMMAKERS** (Thurs) **\$30**

**FRIDAY GALA** (Fri)

**SOLD OUT**

**AWARDS RECEPTION**

**SOLD OUT**



**SATURDAY DAY PASS**  
**\$40**



**SUNDAY DAY PASS**  
**\$30**



**INDIVIDUAL SCREENING**  
**\$18** (UNTIL THEATER IS FULL)

**\*\* WRITE 2024 ON THE BACK OF THE TICKET \*\***

# BOX OFFICE



**ADA POLICY**  
**OUR WHEELCHAIR**  
**BOUND FRIENDS**  
**WITH**  
**ONE HELPER**  
**ADMITTED FREE**



# TICKET TAKERS / ADA ASSISTANCE



- \* Scan pre-purchased tickets with iPad
- \* **Tech person** will be at each venue to assist
- \* Open door for patrons coming into the venue

**MUST HAVE TICKET TO GAIN  
ENTRY TO ALL EVENTS**

**BookTix Scanner**

**BADGES THAT GAIN ACCESS:**

Board Member, VIP, Press, Crew, Czar, Volunteer

**VOLUNTEERS SHOULD BE MINDFUL OF SEATING CAPACITY AND OFFER THEIR SEAT TO STANDING FILMGOERS IF NEEDED**

# HOSPITALITY

This may include some hand holding



**ANSWER QUESTIONS** AND  
MAKE EVERYONE FEEL  
WELCOMED AND IMPORTANT

DISTRIBUTE  
**BADGES** TO  
FILMMAKERS,  
VIPS, SPONSORS,  
PRESS,  
VOLUNTEERS



# PLEASE WEAR YOUR BADGES

22nd  
GARDEN STATE film festival



MARCH 21-24  
www.gsff.org

CREW

22nd  
GARDEN STATE film festival



MARCH 21-24  
www.gsff.org

CZAR

22nd  
GARDEN STATE film festival



MARCH 21-24  
www.gsff.org

VOLUNTEER

22nd  
GARDEN STATE film festival



MARCH 21-24  
www.gsff.org

VIP

22nd  
GARDEN STATE film festival



MARCH 21-24  
www.gsff.org

PRESS

22nd  
GARDEN STATE film festival



MARCH 21-24  
www.gsff.org

BADGE ABOVE GRANT ACCESS TO ALL FILM SCREENINGS, THURSDAY MEET THE FILMMAKERS, SATURDAY PANEL DISCUSSION AND SUNDAY SCREENPLAY READING

\*\*\* DOES NOT INCLUDE FRIDAY GALA, FILMMAKER BREAKFAST OR AWARDS BANQUET

## FILMMAKER BADGE, HOST BADGE, AND SPONSOR BADGE

22nd  
GARDEN STATE film festival



MARCH 21-24  
www.gsff.org

FILMMAKER

22nd  
GARDEN STATE film festival



MARCH 21-24  
www.gsff.org

HOST

22nd  
GARDEN STATE film festival



MARCH 21-24  
www.gsff.org

SPONSOR

DOES NOT GRANT ACCESS TO ANY EVENTS OR SCREENINGS

## FILMMAKERS AND PATRONS

# MUST HAVE A TICKET

# OUR FILMMAKERS

COME FROM ALL OVER THE WORLD



You **help** represent GSFF

Please be friendly and helpful at all times



EACH FILM  
RECEIVES

**TWO (2) FILMMAKER BADGES FOR KEEPSAKE**

IF ANYONE ELSE FROM THE FILM WANTS A BADGE,  
**PLEASE CHECK** WITH US ON AVAILABILITY BEFORE COMMITTING.

IF YOU ARE UNSURE ABOUT ANYTHING, **PLEASE ASK YOUR CZAR.**

Thank filmmakers for sharing their art and coming from far and wide.  
How the filmmakers see us is the most important aspect of how we are  
perceived to the filmmaking community globally.

# GSFF INFORMATION GUIDE

Have a good understanding about how the festival works (i.e. screening blocks, venues), as well as general information about Asbury Park and the surroundings.

## DUTIES INCLUDE:

- \* Must be welcoming and friendly to all guests and filmmakers
- \* Assist in guiding to their intended venue locations
- \* Table will have signage and programs on table



**\$10 Each**

**50/50 RAFFLE**

Tickets come in books of 10  
Winners could receive up to **\$5000.00**

Winner will be drawn at our Awards Banquet on March 24, 2024

**\*\* You do not need to be present to win**

# MERCHANDISE

T-SHIRTS, LONG SLEEVE, HOODIES, CAPS, MAGNETS

## DUTIES INCLUDE:

- \* Sell festival merchandise at the entrance to the various venues
- \* Keep merchandise stocked and displayed nicely (please advise Czar if running low)



**GSFF DOES NOT SURVIVE ON TICKET SALES ALONE.**  
MERCHANDISE SALES, AS WELL AS DONATIONS, HELP  
TO ENSURE THAT WE WILL CONTINUE TO EXIST.

# 2024 GSFF MERCHANDISE

## SHORT SLEEVE (while supplies last)



**BLACK**



**NAVY**



**GARNET**



**LIGHT BLUE**



**FOREST GREEN**

**\$18.00**

# 2024 GSFF MERCHANDISE



**BLACK**



**LIGHT BLUE**



**NAVY**

**LONG SLEEVE** (while supplies last)

**\$22.00**



# 2024 GSFF MERCHANDISE



**BLACK**



**HEATHER SPORT DARK NAVY**



**NAVY**

**HOODIE** (while supplies last)

**\$35.00**

# GSFF MERCHANDISE

## SHORT SLEEVE



★ The ★  
**GARDEN STATE  
FILM FESTIVAL**  
== ASBURY PARK ==  
*New Jersey's Premier* ★ *Independent Film Festival*  
— EST. 2002 —

# CLOSEOUT DEALS

(while supplies last)

# \$15.00

# GSFF MERCHANDISE

## LONG SLEEVE

★ The ★  
**GARDEN STATE  
FILM FESTIVAL**  
== ASBURY PARK ==  
*New Jersey's Premier* ★ *Independent Film Festival*  
— EST. 2002 —



**BLACK**



**ATHLETIC HEATHER**



**HEATHER MAUVE**



**INDIGO BLUE**

# CLOSEOUT DEALS

(while supplies last)

# \$20.00

# GSFF MERCHANDISE

## CAPS



## CAR MAGNET



**BLACK**

**\$20.00**

**WHITE**

**DONATION OF \$10.00+**



**BE COMFORTABLE  
AND PRESENTABLE**

**THURSDAY MEET THE FILMMAKERS**

**FRIDAY OPENING GALA**

**Informally Fabulous – Neat Casual**

**Dressy Casual - Cocktail Attire**

**SATURDAY AND SUNDAY FILM SCREENINGS**

**Comfortable and presentable**

# 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,  
Production Book (go-to guide of the entire  
festival. Please take a minute to look it over).

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

# IMPORTANT!

We need YOU to be on time  
PLEASE WEAR A WATCH

PLEASE CALL IF YOU AREN'T ON TIME

**24-HOUR NOTICE IF YOU CANNOT MAKE YOUR SHIFT**

PLEASE MAKE SURE THAT YOU GET A RESPONSE, SO THAT YOU KNOW  
YOUR MESSAGE HAS BEEN RECEIVED

**KRISTEN**

609.385.3911



**STEPHANIE**

609.513.8432

(CZARS AND HOSTS)

**TATIANA**

303.917.9124

THANK YOU TO ALL OUR  
**CHERISHED VOLUNTEERS!!!**

**MIKE**

732.233.7675  
(TECH ONLY)



**LISA V.**

856.381.6551



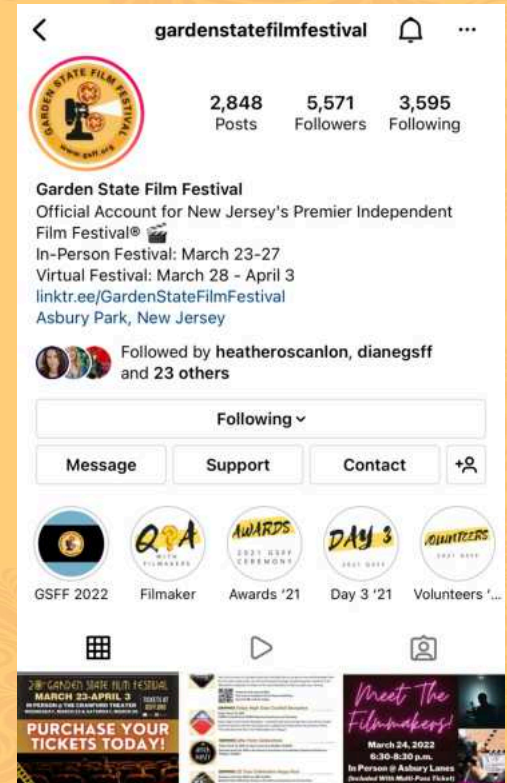
**TAYLOR**

973.600.7703



# #SOCIAL MEDIA

We want to see you!  
Any photos you take  
please use  
#GSFF #GSFF2024



# VOLUNTEER PERKS



## INCLUDE

- \* Attend Thursday Meet the Filmmakers
- \* View any screening events on Saturday and Sunday (if not working a shift)
- \* Attend professional panel discussions and screenplay reading

## PLUS GSFF VOLUNTEER PERKS...

- \* Light fare and water while working
- \* Discount Tickets to Special Events and Merch

\*\*\* PLEASE DO NOT TRAVEL WITH THE FOOD





# THANK YOU VOLUNTEERS

FROM ALL OF US AT GSFF!

THE GARDEN STATE FILM FESTIVAL  
COULD NOT EXIST WITHOUT OUR  
ARMY OF DEDICATED VOLUNTEERS.



# **GARDEN STATE FILM FESTIVAL DELIVERY STANDARDS & REFUND POLICY**

## **Delivery Standards:**

GSFF will make every reasonable attempt to deliver items in the shortest time frame possible. GSFF can not be held responsible for delays caused by USPS and other carriers.

## **Return/Refund Policy:**

**GSFF has a no return, exchanges, or refund for delivered items (includes all tickets) policy.**

# 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 & identify the 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**

**POWER  
OUTAGE**



# 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 911.**

- **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 more information.**

**Only if you are trained in CPR and First Aid should you administer aid to the individual 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.**





# 12 WAYS TO PREPARE



**Sign up  
for Alerts  
and Warnings**



**Make a Plan**



**Save for a  
Rainy Day**



**Practice  
Emergency  
Drills**



**Test Family  
Communication  
Plan**



**Safeguard  
Documents**



**Plan with  
Neighbors**



**Make Your  
Home  
Safer**



**Know  
Evacuation  
Routes**



**Assemble or  
Update  
Supplies**



**Get Involved in  
Your Community**



**Document and  
Insure Property**



# RESOURCES

## ASBURY PARK

<https://www.cityofasburypark.com/198/Emergency-Preparedness>

## NJ OFFICE OF EMERGENCY MANAGEMENT

<https://www.nj.gov/njoem/plan-prepare/your-kit-plan.shtml>



# RESOURCES

## ASBURY PARK & MONMOUTH COUNTY

### Important Numbers - Report All Emergencies to 911

- Emergency: 911
- City Hall: 732-775-2100
- Department of Public Works: 732-775-0900
- Fire Department (non-emergency): 732-775-6300
- Jersey Central Power & Light (to report power outages): 800-544-4877
- Monmouth County Health Department: 732-431-7456
- Monmouth County SPCA (to report injured or stranded animals that needs help): 732-542-0040
- NJ Natural Gas (to report gas leaks): 800-427-5325
- Police Department (non-emergency): 732-774-1300

### Nearby Hospitals

- Jersey Shore University Medical Center  
1945 State Route 33, Neptune, NJ 07753  
(732) 775-5500  
[www.hackensackmeridianhealth.org](http://www.hackensackmeridianhealth.org)
- Monmouth Medical Center  
300 2nd Ave, Long Branch, NJ 07740  
(732) 222-5200  
[www.rwjbh.org](http://www.rwjbh.org)

# RESOURCES CRANFORD



## Important Numbers - Report All Emergencies to 911

- Emergency: 911
- **Police Department**  
**(908) 272-2222**
- **Fire Department (non-emergency): Non-emergency: (908) 709-7360**
- Jersey Central Power & Light (to report power outages): 800-544-4877
- Health Department: (908) 709-7238
- NJ Natural Gas (to report gas leaks): 800-427-5325
- **Police Department (non-emergency): 732-774-1300**

## Nearby Hospital

- **Robert Wood Johnson University Hospital Rahway**  
865 Stone St, Rahway, NJ 07065  
[\(732\) 381-4200](tel:(732)381-4200)  
<https://www.rwjbh.org/rwj-university-hospital-rahway/>

# RESOURCES

See something,  
say something.



Learn first aid skills so  
you can help others.



Before you run, know the exits.



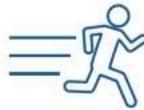
Help law enforcement.



Find a place to hide.



Seek help to cope with trauma.



Run



Hide



Fight