

VOLUNTEER IN BLOCKS OF 3-4 HOUR SHIFTS FROM OPENING TO CLOSE

FESTIVAL SUPPORT TEAM: CHOOSE YOUR DAY AND TIME BLOCK AND VENUE.

We have listed the total hours each venue is open.

Sign up for the hours/times you are available and we'll post you on our MASTER ROSTER.

539-664-6260 is our contact number, leave a voice or text message if a live person does not answer.

*We will have a sign in/out sheet at each venue in order to track volunteer hours which will translate into BARE BONES BUCKS! More about that in Orientation.
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VOLUNTEER SIGN-UP & ORIENTATION:

FRI. APRIL 13th NOON, 2PM, 4PM, 6PM, 8PM

PICK YOUR TEAM!

VENUE HOST TEAM

VENUE TECH TEAM

VENUE HOSPITALITY TEAM

VENUE HOST TEAM

VENUE HOST TEAM COORDINATOR: Greets guests, checks in volunteers, keeps venue running ontime, introduce Filmmakers, Supervise Audience Choice voting.

TEAM MEMBERS:

VENUE BOX OFFICE CASHIER: Handles cash ticket/pass sales, uses square payment system for credit card processing, maintain security and transaction records.

VENUE TICKETER: Greets volunteers and venue guests, check for tickets or wristband, hand out and collect audience choice ballots, door prize drawing survey slips, keeps count of venue attendees.

VENUE CONCESSIONS: Prepare and sell popcorn,drinks, cookies, candies and other concession items. Keep record of sales, maintain security of cash box, change and inventory.

VENUE SOUVENIR SALES: Offer souvenir items (for sale) to attendees, process credit cards via square, collect cash, maintain inventory security and keep sales records.

VENUE TECH TEAM

VENUE PROJECTION TEAM:

1st MEMBER: Handles Blu Ray players/Computers & Flash & DISCS using digital technology to screen movies, maintain security.

2nd MEMBER: Request audience to put cell phones on vibrate or silent. Keeps venue ontime by limiting Q & A. Announce what's playing next.

VENUE HOSPITALITY TEAM

Note: May also move from venue to venue

Greet everyone you meet with a SMILE!

Direct people to venue locations.

Be the helping hand wherever needed.

Cover for any other venue team.

Report situations to Fest Director for immediate help.

Be part of the Venue audience during screening.

HOSPITALITY -HEADQUARTERS TEAM STATIONED AT FESTIVAL HEADQUARTERS-221 N. 3rd Street, Suite 106.

***MEMBER #1 CHECK-IN VIP FILMMAKERS &
SCREENWRITERS & MUSICIANS & THEIR TEAMS WITH
OFFICIAL PROJECTS IN FESTIVAL (Master Roster listing)***

***Provide VIP Badge, Souvenir bag, etc.
Give directions to venue locations.***

***MEMBER #2 CHECK-IN VOLUNTEER TEAMS-Master Roster
Give directions to venue locations***

***MEMBER #3 SELL SOUVENIRS, WATER, COFFEE, SNACKS-
Maintain security of inventory, cash box, etc.***

***MEMBER #4 HOTEL & LODGING LIASON
Interface with Hotels for Filmmaker Check-in, Transportation
needs, Posting daily schedule of events & films.***

**VENUE OPEN AND CLOSING TIME INCLUDES
SETUP AND CLEANUP**

DATE	TIME: OPEN TO CLOSE Subject to change	VENUE
TUES. APRIL 24	11:00 AM-10:00 PM	ROXY THEATER VENUE-220 W. Okmulgee Ave
TUES. APRIL 24	10:00 AM-11:00 PM	FEST HEADQUARTERS-221 S. 3rd St. Suite 106
DATE	TIME:OPEN TO CLOSE Subject to Change	VENUE
WED. APRIL 25	11:00 AM-10:00 PM	ROXY THEATER VENUE-220 W. Okmulgee Ave
WED. APRIL 25	5:00 PM-9:00 PM	LA QUINTA INN & SUITES VENUE-1701 N. 32nd St (HWY 69)
WED. APRIL 25	10:00 AM-11:00 PM	FEST HEADQUARTERS-221 N. 3rd St. Suite 106
DATE	TIME: OPEN TO CLOSE Subject to Change	VENUE
THURS. APRIL 26	8:00 AM-11:00 PM	ROXY THEATER VENUE-220 W. Okmulgee Ave.
THURS.APRIL 26	8:30 AM-12:00 PM	BACONE WACHOCHE HALL-BACONE CAMPUS 2299 OLD BACONE RD.
THURS.APRIL 26	11:00 AM-10:00 PM	3 RIVERS MUSEUM VENUE-220 Elgin (at 3rd St.)
THURS.APRIL 26	9:00 AM-3:00 PM	MUSKOGEE PUBLIC LIBRARY VENUE-801 W. Okmulgee St.-2nd Floor (at 8th St)
THURS.APRIL 26	5:00 PM-9:00 PM	LA QUINTA INN & SUITES VENUE-1701 N. 32nd St. (HWY 69)
THURS.APRIL 26	8:00 AM-11:00 PM	FEST HEADQUARTERS-221 N. 3rd St. Suite 106
DATE	TIME: OPEN TO CLOSE Subject to Change	VENUE
FRI. APRIL 27	9:00 AM-MIDNIGHT	ROXY THEATER VENUE-220 W. Okmulgee Ave.
FRI. APRIL	11 AM-10:00 PM	3 RIVERS MUSEUM VENUE-220 Elain (At 3rd St)

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FRI. APRIL 27	10:00 AM- 11:00 PM	OK MUSIC HALL VENUE-401 S. 3rd St.(At Elgin)
FRI. APRIL 27	3:00 PM-11:00 PM	ROXY TENT VENUE-West Side of Roxy Theater-220 W. Okmulgee Ave.
FRI. APRIL 27	5:00 PM-9:00 PM	LA QUINTA INN & SUITES VENUE-1701 N. 32nd St. (HWY 69)
FRI. APRIL 27	9:00 AM- MIDNIGHT	FEST HEADQUARTERS-221 N. 3rd St. Suite 106
DATE	TIME: OPEN TO CLOSE Subject to Change	VENUE
SAT. APRIL 28	9:00 AM- 11:00 PM	ROXY THEATER VENUE-220 W. Okmulgee Ave.
SAT. APRIL 28	9:00 AM- 11:00 PM	ROXY TENT VENUE-West side of Roxy Theater-220 W. Okmulgee Ave.
SAT. APRIL 28	9:30 AM- 6:00 PM	3 RIVERS MUSEUM VENUE-220 Elgin (At 3rd St)
SAT. APRIL 28	9:30 AM- 5:30 PM	MUSKOGEE PUBLIC LIBRARY-Grant Foreman Rm-2nd Floor 801 W. Okmulgee St. (At 8th St)
SAT. APRIL 28	9:30 AM- 6:00 PM	OK MUSIC HALL VENUE-401 S. 3rd St. (At Elgin)
SAT. APRIL 28	9:00 AM- 6:00 PM	FEST HEADQUARTERS-221 N. 3rd St. Suite 106
DATE:	TIME: OPEN TO CLOSE Subject to Change	VENUE
SUN. APRIL 29	9:00 AM- 11:30 AM	LA QUINTA INN & SUITES-1701 N. 32nd St. (Hwy 69)
SUN. APRIL 29	NOON-5:00 PM	THE CASTLE OF MUSKOGEE'S OK RENAISSANCE FAIRE- BARE BONES FILM & MUSIC FESTIVAL VIP GUESTS 3400 W. Fern Mountain Rd (at Hwy 69-Hilltop)