



## Event Information for Volunteers

**THANK YOU for your commitment to CBFF.....we could not do this without YOU!**

- Please **be aware of where the public facilities are located.** (eg. Washrooms, exits, telephones, etc.), again this is for your benefit as well as to direct any guests that may inquire this information.
- **DO NOT use pagers or cell phones** while on your shift. If you have them with you please make sure they are on vibrate. You'll have an opportunity to make phone calls, etc. during your break.
- **Review the event site map and schedule for the night** so you're aware of the times in which the different events are taking place. This is both for yourself and you may be asked a variety of questions by attendees throughout the night.
- **Volunteers will be posted** at specific areas throughout the evening. Please be aware of your positions, where you are posted and at what times.
- **You will be informed as to when you can take your break. DO NOT leave your post** without speaking to the Volunteer Coordinator. For certain positions, If you have to leave to go to the washroom a Runner will be temporarily placed in your position. There will be food and water provided for volunteers in a specified area.

**\*\* Once again, someone MUST ALWAYS be at your post..... DO NOT just take off** leaving your area unattended without informing the Volunteer Coordinator. You will be given a break during the evening.

- Please **DO NOT bring anything of value with you** and please **keep an eye on any purchases or personal items** you have with you.

**\*\* NOTE: CBFF and RYERSON / AGO are NOT responsible for any personal items that may be lost or stolen.**

- As this is a black tie event, **please dress accordingly.** You will be provided with a CBFF T-shirt to wear during the festival, please wear suitable coordinates as part of your Volunteer uniform. This includes: black pants or skirt. **\*\* Wear comfortable shoes** or bring an extra pair to change into.
- Remember you are representing CBFF, so behave accordingly. Please **be friendly, polite, and as enthusiastic as possible** when speaking to the guests, Media, event staff, and fellow volunteers.

**MOST IMPORTANTLY - SMILE AND ENJOY YOURSELVES!!**