

## VOLUNTEERING OPPORTUNITIES AT BQFF 2011

**Please read the table below and find out which team you want to be on. Please be sure that you want to commit to the team you want to join. Fill in the application form attached to this document.**

| SL. NO. | TEAM NAME  | WHO YOU ARE...  | WHAT YOU WILL BE DOING...   | YOU COMMIT TO...  | HOW MANY OF YOU...  |
|---------|--|---|---|---|---|
| 1.      | USHER<br>Start Date: 25 Feb<br>End Date: 27 Feb      | <ul style="list-style-type: none"> <li>• You like hanging out in dark places.</li> <li>• You like carrying heavy torches.</li> <li>• You like helping old people (i.e., anyone over 18 years, if they're below 18 what are they doing at a queer film festival without mommy?) into their seats.</li> <li>• You really like movies (why else would you be in dark places?)</li> <li>• You don't mind cleaning up after an audience leaves.</li> </ul> | <ul style="list-style-type: none"> <li>• Greet festival patrons.</li> <li>• Ensure all patrons have access to their seats and to the emergency exits.</li> <li>• Check that the auditorium isn't being treated like a garbage can. Clean it up if it is. ☺</li> </ul> | <ul style="list-style-type: none"> <li>• Arrive at least half-hour before your shift begins</li> <li>• Leave at least 15 mins after your shift ends, so that the next set of USHERS know what they're in for.</li> <li>• Watching every movie, because hey, that's why you're volunteering anyway.</li> <li>• Cleaning up the auditorium at the end of each break and at the end of the day.</li> </ul> | <ul style="list-style-type: none"> <li>• 2 people per shift (for 3 shifts)</li> </ul> |
| 2.      | POSTER CHILD<br>Start Date: Now!<br>End Date: 27 Feb | <ul style="list-style-type: none"> <li>• You like riding around Bangalore or riding pillion around Bangalore. Either way,</li> </ul>  | <p>BEFORE FEST:</p> <ul style="list-style-type: none"> <li>• Pick up posters from BQFF Admin Office.</li> </ul>   | <p>BEFORE FEST:</p> <ul style="list-style-type: none"> <li>• Provide a schedule of when you can pick up</li> </ul>  | <ul style="list-style-type: none"> <li>• 5-6 people</li> </ul>                        |

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|         |           | <p>you like lots of riding.</p> <ul style="list-style-type: none"> <li>• You like posters. You used to be a poster child for something or the other.</li> <li>• You like putting up above mentioned posters across the city at colleges, restaurants and other cool joints(!).</li> <li>• You know where the cool joints(!) are.</li> <li>• You used to be the leaflet/pamphlet distributor at major protest marches.</li> <li>• You don't mind standing around for long periods of time (Why? Because we said so).</li> </ul> | <ul style="list-style-type: none"> <li>• Put up posters across the city at important venues.</li> <li>• Contact colleges, restaurants for permission where necessary. (Pick up request of permission letters from BQFF Admin Office.)</li> </ul> <p>DURING FEST:</p> <ul style="list-style-type: none"> <li>• Pick up posters, banners, leaflets, schedules from BQFF Admin Office.</li> <li>• Put up posters in venue wherever appropriate.</li> <li>• Hang up banners outside venue and inside venue and auditorium at prominent places.</li> <li>• Hold on to leaflets and schedules and thrust into unsuspecting people's hands.</li> </ul> | <p>the posters, when you can put up posters, your contact information and the contact of a partner who will accompany you, and the list of places you will be visiting.</p> <p>DURING FEST:</p> <ul style="list-style-type: none"> <li>• Arrive at least half-hour before the fest begins to put up the banners and posters at appropriate places in the venue. Move the poster stands to and fro from outside the venue to inside or vice-versa as appropriate.</li> <li>• Hang around the venue at strategic places to distribute leaflets and schedule copies.</li> <li>• Drink loads of coffee to stay awake. Or not, up to you.</li> </ul> |                    |

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| 3.      | BOUNCER<br>Start Date: 25 Feb<br>End Date: 27 Feb   | <ul style="list-style-type: none"> <li>You are a Bouncer at a major pub/ discotheque.</li> <li>You look like you should be a Bouncer at a major pub/ discotheque.</li> <li>You can carry off the look of a Bouncer at a major pub/ discotheque.</li> <li>People have a habit of obeying every word you say, or else.</li> <li>You don't mind standing around for hours on end. You're trained for such things. You were probably in the army, but we're not asking and you're not telling.</li> </ul> | <ul style="list-style-type: none"> <li>Guard the doors with your life.</li> <li>Ensure silence while people enter or leave the auditorium.</li> <li>Instruct people with cameras not to take photographs inside the auditorium. There will be designated photographers for those jobs and if they want copies, they can contact the organisers. Smile when you say this.</li> <li>Make sure the damned door to the auditorium stays closed at all times during the screening.</li> </ul> | <ul style="list-style-type: none"> <li>Arrive half hour before the first movie and leave after the last member of the audience has left.</li> <li>Be firm but gentle with unruly audiences.</li> </ul> | <ul style="list-style-type: none"> <li>6 people (2 each in 3 shifts) over 3 days</li> </ul> |
| 4.      | TECHNICAL<br>Start Date: 25 Feb<br>End Date: 27 Feb | <ul style="list-style-type: none"> <li>You like playing with electronic thingamibobs. Audio and Video alike</li> </ul>  | <ul style="list-style-type: none"> <li>Assist the Projector/ Sound technicians.</li> <li>Help them sound check several times a day.</li> </ul>   | <ul style="list-style-type: none"> <li>Arrive approximately half an hour before the first screening.</li> <li>Sit with the Projector/</li> </ul>   | <ul style="list-style-type: none"> <li>6 people (2 each in 3 shifts)</li> </ul>             |

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|         |  | <p>interest you.</p> <ul style="list-style-type: none"> <li>You actually know what you're doing with them electronic thingamibobs.</li> <li>All your friends rely on you when their DVD player/ iPod/Music system won't play. You're on emergency call for tech support for your family. Or your company. Or your lover.</li> <li>You're terribly punctual. People set the clocks on their mobiles based on when you arrive or leave the building.</li> </ul> | <ul style="list-style-type: none"> <li>Check if Players/ Projectors/ Speakers are functioning at all times.</li> <li>Play each film to see if there are errors or sound issues.</li> <li>Ensure backup films in case certain screener DVDs/ CDs don't play</li> <li>Get familiar with the film schedule and ensure that each film starts on time with no delays whatsoever.</li> <li>Ensure power backup is in place and functioning.</li> </ul> | <p>Sound technicians at the counter.</p> <ul style="list-style-type: none"> <li>Keep contact with Projector/ Sound technicians on site. Take over when they're on a break.</li> <li>Follow anchors/ schedule and guide the technicians.</li> </ul> |   |
| 5.      | DOCUMENTATION<br>Start Date: 25 Feb<br>End Date: 3 March | <ul style="list-style-type: none"> <li>You know how to write reports.</li> <li>You know how to document a 1-hour conversation into an interesting readable document that</li> </ul>   | <ul style="list-style-type: none"> <li>Attend the panel discussions, cultural performances and movie screenings.</li> <li>Interview audience members at various points during the day</li> </ul>   | <ul style="list-style-type: none"> <li>Arrive at least 15 minutes before the festival event and coordinate with organisers and other "documentationists" on which event you will</li> </ul>  | <ul style="list-style-type: none"> <li>6 people (2 each in 3 shifts)</li> </ul> |

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|         |  | <p>captures the entire deal without being a minute-to-minute transcript.</p> <ul style="list-style-type: none"> <li>You like people, you like interviewing people.</li> </ul>   | <p>to find out what they felt about the screenings and performances. This will be written up and sent on to all the filmmakers and performers.</p> <ul style="list-style-type: none"> <li>Write up a simple report with all the above details.</li> <li>Coordinate with organisers on drafting a full-length report about the film festival.</li> </ul> | <p>cover.</p> <ul style="list-style-type: none"> <li>Deliver the written/typed report by the evening of the same day or the morning of the next day.</li> </ul>  |   |
| 6.      | <p>PHOTOGRAPHY<br/>Start Date: 25 Feb<br/>End Date: 27 Feb</p> | <ul style="list-style-type: none"> <li>You know how to hold a camera and click.</li> <li>You know how to take interesting photos of people in groups, by themselves, in the dark or in the wide open, without focussing on the back of their heads in each shot.</li> <li>You have a fairly good digital camera that can</li> </ul> | <ul style="list-style-type: none"> <li>Attend all the events: photo exhibition, panel discussions, film screenings and cultural performances. Capture all the moments of each of these events.</li> <li>Photograph the audience during breaks and in the hall outside (ask for permissions wherever necessary).</li> <li>You will prevent</li> </ul>    | <ul style="list-style-type: none"> <li>Arrive 15 minutes before the audience!</li> <li>Leave only after the audience has left and you have transferred images from your camera to the BQFF organisers' laptop or other such device.</li> </ul> | <ul style="list-style-type: none"> <li>4 people (2 each in 2 shifts)</li> </ul> |

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|         |   | capture decent images that can be printed.   | yourself from taking photographs of the sand, gravel, trees, effects of sunlight on signboards, people's shoes, people's behinds, 90 images of people you think are really cute, and/or of various cute animals at the Alliance Francaise campus. Because we have enough of those from the previous year. |  |  |
| 7.      | PERFORMANCE<br>Start Date: 25 Feb<br>End Date: 27 Feb | <ul style="list-style-type: none"> <li>You are a cultural groupie. And you actually know what that means.</li> <li>You appreciate all forms of cultural events: dance, poetry, drag art, panel discussions, etc. And you like films too, why else would you attend a film festival?</li> <li>You like rubbing noses</li> </ul> | <ul style="list-style-type: none"> <li>Help performers with props, lighting, accompanying artists and any other issues they may have.</li> <li>Ensure performances begin and end on time.</li> <li>Provide performers with any refreshments needed.</li> </ul>  | <ul style="list-style-type: none"> <li>Arrive half-hour before each performance. Ensure that you are in constant contact with all the performers.</li> <li>Make sure any payments (travel, accompanying artist charges, props) are made by the BQFF organisers, if such has been agreed upon.</li> </ul> | <ul style="list-style-type: none"> <li>2 people</li> </ul> |

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|         |   | with artists and the like, not literally.   |  |   |  |
| 8.      | REFRESHMENT<br>Start Date: 25 Feb<br>End Date: 27 Feb | <ul style="list-style-type: none"> <li>You like playing with food.</li> <li>You don't mind serving people food.</li> <li>You can get around on a small vehicle or know someone who can do errands with/for you if you need to go fetch food from outside the campus.</li> </ul> | <ul style="list-style-type: none"> <li>Ensure that you have the list of all volunteers and the BQFF organisers, and that each of them know who you are and need to approach you for any food related enquiries.</li> <li>You feed the volunteers and the BQFF organisers. End of story.</li> <li>Ensure that the cafés (yes, there are now 2 cafés at the Alliance Francaise) at the venue are constantly restocking. Warn them before each major break in the schedule so that they stock up adequately.</li> <li>Stock up on water,</li> </ul> | <ul style="list-style-type: none"> <li>Arrive half-hour before the festival and stay until the volunteers and BQFF organisers are leaving.</li> <li>Feeding the volunteers and organisers. And yourself, you do not need to go hungry.</li> <li>Maintain records of what is consumed so that at the end of three days payments can be made accurately.</li> </ul> | <ul style="list-style-type: none"> <li>2 people (with assistance)</li> </ul> |

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|         |   |   | <p>small eats, fruits etc. for volunteers and organisers on the run.</p> <ul style="list-style-type: none"> <li>• Locate all the nearby restaurants and ensure that you have enough money on you (provided by BQFF organisers) for this. If you need to run out for food, use a vehicle or use the help of someone with a vehicle.</li> </ul> |  |  |
| 9.      | <p>BQFF STALL<br/>Start Date: 25 Feb<br/>End Date: 27 Feb</p> | <ul style="list-style-type: none"> <li>• You are a cheerful person and are always smiling.</li> <li>• You don't mind saying the same thing over and over again until people understand you.</li> <li>• You know how to persuade people to open their wallets/purses and give you some money.</li> </ul> | <ul style="list-style-type: none"> <li>• Standing at the welcome stall ensuring people who are passing by get copies of the schedule and other free material and that they also purchase some of the material on display.</li> <li>• Ensure that people know that they have to please donate for "the cause".</li> </ul>                      | <ul style="list-style-type: none"> <li>• Arrive 1 hour before the fest starts and organise all the material for the stall.</li> <li>• Leave only after the audience has left and all the material is safely wrapped up and kept.</li> <li>• Clean up where necessary.</li> </ul> | <ul style="list-style-type: none"> <li>• 6 people (2 people in 3 shifts)</li> <li>• More needed if there are more shifts.</li> </ul> |

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|         |  | <ul style="list-style-type: none"> <li>You are adept at marketing and selling and know how to make a stock of 100 books you've never read sell like hotcakes.</li> </ul>                                      | <ul style="list-style-type: none"> <li>Ensure that you have a box to collect donations and it is marked clearly with NEON signs for all to see.</li> <li>Be a repertoire of all information related to the BQFF, based on your quick interviews with all the organisers.</li> </ul> |  |   |
| 10.     | <p>STREET</p> <p>Start Date: NOW</p> <p>End Date: 27 Feb</p>         | <ul style="list-style-type: none"> <li>You like talking about things you read, events you've attended, movies you've seen etc.</li> <li>You talk to strangers on things you feel passionate about.</li> </ul> | <ul style="list-style-type: none"> <li>Tell everyone you meet about the BQFF and the events and the films and the venue and the fantastic time they'll be having.</li> </ul>  | <ul style="list-style-type: none"> <li>Talk.</li> <li>A lot.</li> </ul>  | <ul style="list-style-type: none"> <li>Many (a small festival like this can use all the help it can get)</li> </ul> |
| 11.     | <p>HOSPITALITY</p> <p>Start Date: 15 Feb</p> <p>End Date: 28 Feb</p> | <ul style="list-style-type: none"> <li>You are hospitable and make friends easily. You like taking care of people.</li> <li>You don't mind sharing your house space with temporary out-of-</li> </ul>         | <ul style="list-style-type: none"> <li>Help us welcome any visiting filmmakers and make sure they have a good time (no innuendo intended)</li> <li>Assist the organisers with organising parties</li> </ul>   | <ul style="list-style-type: none"> <li>Keeping contact with the BQFF organisers and visitors.</li> <li>If you're open to it, then host the visiting filmmakers or other visitors for the duration</li> </ul> | <ul style="list-style-type: none"> <li>Call us.</li> </ul>  |

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|         |  | station visitors who may be filmmakers, random queer people or friends of friends.   | and small get-togethers for visitors. <ul style="list-style-type: none"> <li>Keep in touch with these visitors when they need any assistance.</li> </ul>  | of the fest. The choice of who stays with you is at your discretion and in collaboration with the BQFF organisers.   |   |
| 12.     | SET-UP & TAKE DOWN<br>Start Date: 25 Feb<br>End Date: 27 Feb | <ul style="list-style-type: none"> <li>You're some kind of weight lifter. Or press 200 pounds regularly at the gym. Or like to say that you do.</li> <li>You don't mind lifting and shifting, organising chairs in a row, and getting dirty while you're at it.</li> </ul> | <ul style="list-style-type: none"> <li>Help technicians set up the technical stuff.</li> <li>Help the welcome stall team volunteers and poster team volunteers with any lifting and shifting.</li> <li>Lay out extra chairs where possible and ensure that maximum seating is ensured.</li> </ul> | <ul style="list-style-type: none"> <li>Arrive at least 1 hour before each day's events and stay at the end of the event to take down everything and wrap up.</li> </ul>  | <ul style="list-style-type: none"> <li>6 people (2 each in 3 shifts)</li> </ul> |
| 13.     | VENUE COORDINATORS<br>Start Date: 25 Feb<br>End Date: 27 Feb | <ul style="list-style-type: none"> <li>You are a cool calm collected individual. You never panic. You keep your head while all about you are losing theirs, Kipling be damned.</li> <li>When emergency strikes, you're the</li> </ul>                                      | <ul style="list-style-type: none"> <li>Keep the contact details of all the teams.</li> <li>Keep the contact details of the technical support people belonging to the venue/auditorium.</li> <li>Keep the contact details of the guy in</li> </ul>   | <ul style="list-style-type: none"> <li>Arrive at least half-hour before the day begins</li> <li>Contact all the teams and ensure they know you're whereabouts at all time.</li> <li>Contact the technical support people at the venue and ensure that</li> </ul> | <ul style="list-style-type: none"> <li>3 people (1 in 3 shifts)</li> </ul>      |

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|         |           | person to talk to, because you know who needs to be contacted and what needs to be done. | charge of switching on the Air conditioning, the guy in charge of the UPS/Backup generators. <ul style="list-style-type: none"> <li>• When someone is looking for anyone, you're the first person they talk to. Everyone knows what your responsibility is.</li> </ul> | they know you. <ul style="list-style-type: none"> <li>• Keep your phone unoccupied as often as possible.</li> </ul> |                    |

Please contact **Ms. Mari, Organising Committee Member and Volunteer Team Coordinator**, at the BQFF 2011.

Email us the completed application form (attached) or for more information at [blrqueerfilmfest@gmail.com](mailto:blrqueerfilmfest@gmail.com).

The application form is available with and without forms enabled. On the file marked "with forms" just fill in your details in the shaded boxes, save the file with your name (e.g., "VolunteerApplication\_VinayC.doc") and email it to us.

If your computer disables forms or does not allow filling of forms, use the file marked "without forms" and fill in the details, save the file with your name and email it.

You can also print the file marked "without forms" in case you want to fill in the details by hand.

**Contact Numbers:** Mari: +91-96325 13023; Vinay: +91-98441 81294