



WILD & SCENIC[®] FILM FESTIVAL

where activism gets inspired

2024 VOLUNTEER FESTIVAL GUIDE

WELCOME TO THE 22nd ANNUAL WILD & SCENIC FILM FESTIVAL!

Thank you for volunteering with the South Yuba River Citizens League (SYRCL) to help host the 22nd Annual Wild & Scenic Film Festival - inspiring environmental activism and a love of nature. This festival is the largest SYRCL fundraiser supporting our year-round restoration work protecting the Yuba River watershed and building community awareness to keep our rivers clean and safe for future generations.

Hundreds of volunteers work together to make this festival possible. Whether you are behind the scenes setting up venues, or front and center selling tickets to guests, you play an integral role in the success of this event. Your collective time, passion, and commitment makes this festival world-class. **This Volunteer Festival Guide will give you basic information about volunteering during the festival.**

Check out the Wild & Scenic Program online at <https://wsff.eventive.org>, which contains complete details of events, film summaries, locations, times, and other information about the festival. On behalf of SYRCL's staff and board, **THANK YOU** to our family of volunteers who give countless hours to the Yuba River and to our community.

Sincerely,
Maddie Davis
Community Engagement Manager





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BEFORE THE FEST

1. Help spread the word about this volunteer opportunity!

We have over 500 volunteer shifts to fill for this year's film festival! It would be wonderful if you'd help spread the word on any platforms you're a part of. Check out our social pages for shareable posts!



#WSFF2024
#WhereActivismGetsInspired

2. Review job and shift details

Review job descriptions online in VolunteerLocal. You should have received a confirmation email immediately after registering that details your role and shift information. You will receive a reminder email the week and the day prior to the festival with your shift details and description. Some volunteer roles require additional documentation to review or training prior to the festival. You will receive email notifications for training times or additional volunteer requirements in January and February.

3. Attend trainings and/or walkthroughs

Once you have registered for your volunteer shift, you will receive a confirmation email. Some roles just have virtual training videos, while others have in-person required trainings. If you are unable to attend an in-person training, please reach out to Maddie Davis, Community Engagement Manager, at maddie@yubariver.org to let the team know immediately. All trainings will be held at the SYRCL office and/or virtually.

4. Study this guide and stay on the lookout for additional volunteer email communications, as well as SYRCL and WSFF social media posts.

Please read this guide thoroughly and take note if any questions arise. Feel free to print out the PDF copy and keep it handy on the day that you arrive to the festival, but we'll also have relevant information supplied at the Volunteer Check-In. SYRCL and WSFF's social media will also post reminders and be the best place to access time sensitive announcements or changes.



VOLUNTEER PERKS

TICKETS: Volunteers are eligible for one film session ticket for each (4 hour) volunteer shift they serve. Volunteers working 24+ hours or 6 shifts will receive a full festival pass.

Volunteer Ticket Codes will be distributed after each shift worked by the Venue Captain or Festival Headquarters Staff (whichever applies).

VOLUNTEER SNACK STATION:

Volunteers can fuel up at the Grass Valley and Nevada City Headquarters.

Grass Valley: Center for the Arts
Nevada City: Seven Stars Gallery

From 9am-9pm drinks and snacks will be supplied to keep you going during your shift. Fruit, snacks, and coffee are set up to grab and go. Please refrain from lingering too long during your volunteer shift.



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DAY OF YOUR SHIFT



VOLUNTEER RULES

- Please arrive 15-20 minutes prior to your shift start time in order to allow ample time for parking and walking to the venue. Be refreshed and ready to start your shift on time.
- Volunteer delays cause ripples throughout our festival. Help us by being punctual and on-time.
- Use the '10 Foot Rule'. Whenever you are within 10 feet of a guest, look them in the eye and welcome them to the festival.
- Try to refrain from using your cell phone while on shift.
- Support your fellow festival staff and volunteers when dealing with stressful situations and people.
- No drinking alcohol or using substances while volunteering.

1. Head to the venue detailed in your shift sign-up

Please arrive 15 minutes prior to the start of your shift to find parking and get checked-in at your shift location (the location listed in your most recent confirmation email). You will receive your name badge and relevant information when you arrive at the venue and introduce yourself to the Venue Captain or Festival Staff in charge (they'll be wearing a "FESTIVAL STAFF" badge).

2. Check-in with your venue captain

Your captain will give you a quick orientation of the venue and your volunteer duties. The Venue Captain is your festival point person while on shift if you should have any questions or concerns.

3. Gear up for a fast-paced shift

Once you've been oriented to your volunteer duties, prepare to stay alert, answer questions from festival attendees, and remain focused on your role throughout the scheduled shift time. The busiest moments will likely be during the hour before and hour after each session. That said, remaining on site and in communication with your Venue Captain is essential.

4. Closing up and checking out

Be sure to check-in with your Venue Captain when you're nearing the end of your shift time (about 5-10 minutes before you are scheduled to leave) and ask if there's anything else you can do to help in that time. Then, before saying goodbye, return your volunteer badge, and in exchange, you'll receive the perk ticket or ticket(s) as a thank-you, and you'll be free to redeem the code(s) online for space in a film session.

Have a wonderful rest of your day and, if you're able, go enjoy the festival as an attendee with your ticket perk!



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VOLUNTEER FESTIVAL RESOURCES

We are here to support our volunteers in making this festival a success. While on shift, there are three staff resources you should know about.

VENUE CAPTAINS

Venue Captains are the leader at each venue, serving as your go-to resource while you are on your shift. Please check-in with and introduce yourself to your Venue Captain when you arrive. Venue Captains are recognizable by their radio headsets and their name lanyards.

If you have a question, need supplies, or need help handling a difficult situation, your Venue Captains have your back; don't hesitate to reach out for assistance.

TECH CREW LEADS

Tech Leads are Wild & Scenic experts on film projection and other technical related happenings at each of the venues. Tech Leads are dedicated members of the Festival team and lead all tech projection and sound efforts at one venue for the entire Festival. If you have a technical issue, please find the Tech Lead at your venue.

FESTIVAL & SYRCL STAFF

SYRCL staff will be working all weekend long and are a great resource while you are on duty. Staff are distinguishable by their festival branded clothing, and name badge.

If you need immediate assistance or information, please ask a staff member for help. We are here to support you!

VOLUNTEERING QUESTIONS?

Contact Maddie Davis, Community Engagement Manager via **email:** maddie@yubariver.org, **office line:** 530-265-5961 x 201, or **text/mobile:** 530-648-0752

TEXT IS BEST, ESPECIALLY DURING THE FEST!



TAKE THE STRESS OUT, LET US DRIVE

Parking can be hard to find, don't get stressed out searching for a spot. Free shuttles run daily Fri, Sat, & Sun between Nevada City and Grass Valley. **For more information about the shuttle schedule, please stay tuned to your email and SYRCL and WSFF social media, or give us a call at the SYRCL office.**



CHOOSE ZERO-WASTE

As an environmental film festival, we strive for a zero-waste event. Help do your part by bringing your own reusable water bottle. No single-use plastic is sold. Water refill stations are available throughout the festival.

Forgot your water bottle? No worries, we'll have compostable cups available for use at the venues - OR stop by WSFF Headquarters and purchase a new festival cup or bottle.

Think before you throw; help guests use our recycling and compost bins at each venue.



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FESTIVAL VOLUNTEER POLICY

WEAR YOUR VOLUNTEER NAME BADGE

Your volunteer name badge says "VOLUNTEER" and is your uniform while on shift! Please wear it at all times during your shift.

EMERGENCIES

If you get a minor injury, there are First Aid kits at each venue in the Venue Captain's Supply Box. For moderate to major injuries, please notify your Venue Captain and seek help immediately.

Sierra Nevada Memorial Hospital
155 Glasson Way, Grass Valley

Urgent Care - Dignity Health Medical Group
107 Margaret Lane
Grass Valley, CA 95945

HEALTH & SAFETY

To provide a safe and healthy working environment, and to comply with local ordinance, tobacco, drugs, and alcohol are prohibited while on duty.

We consider our volunteer and guest health and safety to be paramount and we make every effort to provide safe and healthy working conditions for all individuals. If there is any doubt about the safety of your workspace or a task you have been asked to complete, we encourage your proactivity.

Please take the necessary steps to make the situation safe or request the help of your Venue Captain or festival staff. If you need tools or equipment to keep your workspace safe, please contact your Venue Captain or staff.

HARASSMENT

SYRCL is committed to providing a safe festival environment, free of harassment; therefore, SYRCL prohibits harassment and sexual harassment based on race, religion, creed, color, national origin, ancestry, physical or mental disability, medical condition, marital status, sexual orientation, veteran's status, age, or gender. **If you are experiencing harassment during the festival, please contact SYRCL staff immediately.**

- *Unlawful harassment in any form, including verbal, physical and visual conduct, threats, demands, and retaliation is prohibited.*
- *Sexual harassment is defined as unwanted sexual advances, or visual, verbal, or physical conduct of a sexual nature.*

ATTENDANCE & PUNCTUALITY

Your punctuality and attendance are essential for a successful festival.

If you are going to be absent or late, please let festival staff know immediately so that we may find a replacement. Canceling last-minute, tardiness, or not showing up at all, may jeopardize your opportunity to volunteer in the future. You may cancel your volunteer shift at any time by returning to your confirmation email and pressing the "Cancel Shift" button AND texting 530-648-0752 (Maddie's Wild & Scenic Cell) to alert the team - but in all possible cases, please cancel at least 48 hours in advance of your shift.



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ATTENDEE FREQUENTLY ASKED QUESTIONS

During your volunteer shift, guests will look to you to answer questions and provide information.

What is a film session? How can I make sure I get a seat?

A session is a grouping of films shown together in an approximate 2 to 2.5 hour block. Wild & Scenic program sessions in Nevada City and Grass Valley are held on Friday Evening, Saturday Morning, Saturday Afternoon, Saturday Evening, Sunday Morning, and Sunday Afternoon. When you buy a session ticket you have access to all films during that session specified by your ticket. But please note, only Watershed and Yuba passholders have access to special film events (3D Films, Saturday Morning Kid Films, and Sunday/Monday Night Award Winner screenings). Festival Pass holders must still purchase a separate ticket for those special screenings. During any given session, there are 4 to 6 venues screening films. Your space in the venue must be reserved in advance via the WSFF Eventive website. Refer guests to the Festival Program Guide section "How to Festival" for more information.

Where can I find _____? What else is there to do? Where can I find more information?

- In addition to six main film venues, guests can participate in art walks, fire-side chats, workshops, outings, award ceremonies, and festival parties. There is something for everyone and many events are FREE.
- Check out Eventive for a full online view of the festival schedule, descriptions of films, events and information. Head to Festival Headquarters in Grass Valley or Nevada City to view a printed program, information, and maps on art & dining in the area. For more information about the program, see the
- Check out the EnviroFair happening on Saturday and Sunday on York Street for fun activities and nonprofits featured in films, as well as local partners.

What are the Activist Workshops about?

The Activist Center at Nevada City's City Hall is a hub of know-how and inspiration Saturday and Sunday. Activists of all experience levels and passions can learn more about issues presented in the films and get ideas about how to make a difference. If you're a budding filmmaker, you can learn the secrets of industry pros. We are proud to offer these workshops for FREE!

How can attendees take action to protect our planet?

Guests can take action at any of our Environmental Advocacy Booths present at several venues throughout the festival. This year we will be asking our membership and festival attendees to sign a letter to Governor Newsom and the State Water Board. We want to make sure, as part of the process to update the Bay-Delta Plan, that enough water flows through the Delta and to the Golden Gate Bridge to protect salmon and other native species. Also, ask attendees to sign up for SYRCL's e-news to find out more and become a SYRCL member!

Where is Lost & Found?

Items lost at film venues are kept there during the festival. After Sunday, all Lost & Found items will be collected and available at the SYRCL office, 313 Railroad Ave, NC. Unclaimed items after Feb 29 will be donated to a local thrift store.



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VOLUNTEER TRAININGS

Volunteer Training Information

Please review the following list and look for the names of the roles that you signed up for. ALL ROLES have some level of PRE-FESTIVAL required training this year. ALL ROLES will also have a brief overview of their duties once they arrive at the start of their shift.

If you have ANY questions about your role that are not covered in the following trainings, please ask away via email OR during our in-person OPEN OFFICE HOURS at the SYRCL Office for all volunteers to drop by on: **Monday, February 5th - Thursday, February 9th between 11:30am to 6:00pm.**

REQUIRED PRE-FESTIVAL IN-PERSON TRAININGS:

EmCee Training:

Wednesday, January 24, 5:30pm to 7:00pm

Environmental Action Table Training ([RSVP HERE](#)):

Tuesday, February 6, 5:30pm-7:00pm

Tech Lead & Tech II Crew Training ([RSVP HERE](#)):

(Two options - you may choose your preference)

Wednesday, February 7

OR

Thursday February 8, 5:30-7pm

REQUIRED PRE-FESTIVAL VIDEO TRAININGS:

HQ & Ticketing Support Team/Pre-Festival Support Team:

Available SOON online on the SYRCL Website. Links will be emailed by 01.25.24.

Pass Checker & Usher Training:

Available SOON online on the SYRCL Website. Links will be emailed by 01.25.24.

Bar & Concessions Training:

Available SOON online on the SYRCL Website. Links will be emailed by 01.25.24.

Festival Merch Store:

Available SOON online on the SYRCL Website. Links will be emailed by 01.25.24.

REQUIRED PRE-FESTIVAL ROLE PREVIEWS:

These short videos will be emailed to all volunteers in these roles.

- Festival Party Team
- Filmmaker Lounge
- Filmmaker Shuttle
- Greening Ambassador
- Media Lounge
- School Program
- Tech Setup
- Venue Logistics Support Team





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VOLUNTEER FAQ'S

Why are there no printed programs for attendees or volunteers at this year's film festival?

After over 20 years and nearly 1,000,000 pieces of paper, SYRCL's Wild & Scenic Film Festival has decided to expand our eco-friendly actions by going paper-free for our 2024 program guide. This is another step in our commitment to decreasing our environmental impact and lowering our carbon footprint. The program guide will be available on our website as a digital PDF file. We will also have a print version of the PDF available for review at the festival HQ locations and some venues.

How do I receive my volunteer perk tickets for the sessions I'd like to attend?

Tickets will be available for you to pick up from your Venue Captain/Festival Leader after you have worked your scheduled shift. After you receive your ticket code, you'll be able to go online to reserve a seat for the session - and if the session indicates "sold out" you can arrive at the venue at least 15 minutes before the showing to line up in the "rush line" for a chance to get a seat.

How do I reserve my session ticket with my perk code?

Go to the Wild & Scenic Program online at <https://wsff.eventive.org>, then click "Get Your Tickets - Learn More and Buy". Then, scroll down to "Single Session Tickets" and click "Festival Schedule". Once you're in the schedule, check out the available festival sessions. Click on the session you'd like to attend, and then press "Order Tickets, on the top right. A checkout screen will appear - ENTER YOUR PERK CODE BY CLICKING "Have a discount code?" underneath the total ticket amount. Once entered, the total of the ticket should go to \$0. Then you can input your email to have your ticket QR code sent to you. Your code will be good for one redemption.

Can I volunteer with my partner/family member/children?

Thank you for thinking to include your family in the film festival! If your spouse, partner, adult family member, or friend is interested in volunteering with you, you'll need to sign-up for separate volunteer shifts. Many shift times only require one volunteer, but there are multiple roles at each venue, so if you're interested in being at the same venue, you can sort VolunteerLocal shifts by venue and see what's still available. Volunteers need to be 14 or older to participate in film festival shifts due to safety concerns. If minors (14-17) are interested in signing up, they'll need to sign a minor volunteer waiver and receive a parent or guardian's signature. Volunteers between ages 14-15 must have a parent or guardian present with them at the shift. Volunteers 16-17 must have their parents sign a liability waiver, and be present at a venue with adult supervision.



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VOLUNTEER FAQ'S, CONTINUED

If I live outside of the area or I'm unable to be at an in-person training, how will I learn more about what to do in my volunteer role?

Some roles only have virtual training videos, while others have in-person required trainings. If you are unable to attend an in-person training, please reach out to Maddie Davis, Community Engagement Manager, at maddie@yubariver.org to let the team know immediately. All trainings will be held at the SYRCL office and/or virtually.

How do I change shifts or cancel a shift?

Please go into your VolunteerLocal profile (<https://app.volunteerlocal.com/>) to cancel the shift through the online portal. You can also make edits or changes to your shifts through the same portal. If you're less than 72 hours away from the fest shift, then please email with the subject line: "CANCELLING WSFF SHIFT" and note that you've cancelled yourself. We would appreciate no less than 72 hours' notice but understand that sometimes emergencies arise.

I signed up to be a Pass Checker or Usher, so can I watch the films while they're taking place?

More info on this is featured in the Pass Checker/Usher Training. Watching films during your festival shift is never guaranteed, due to venue capacity and ongoing tasks that may need your attention. Once you have completed all of your main Pass Checker and/or Usher duties, and your Venue Captain has all of the help that they need, you may ask them if there are still any available seats in the venue for you to watch the remaining films at the back of the venue. Please note, they may request your help at some point during the session if assistance from multiple Venue Team volunteers is needed.

What is the deadline to sign-up for volunteer shifts?

Online volunteer registration will close Tuesday, February 13, 2024, (or earlier, if all shifts are filled).



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SPECIAL VOLUNTEER FILM SESSION

Announcement: A special perk for all festival volunteers!



Dear volunteer,

This festival is only possible thanks to your dedication to the environment and passion for our festival's work. We know that it can be tough to find time to watch film sessions with your ticket perk(s) in between your volunteer shifts and other busy life activities. We also want to have a special space for volunteers to celebrate one another's work, the end of the 2024 festival, and the award-winning films.

That's why this year, we're offering a special volunteer film session open to every 2024 festival volunteer ***in addition*** to your film session perk ticket(s).

Session Details:

Description: This will be a surprise screening featuring 2024 film highlights.

Location: Nevada Theatre, 401 Broad St, Nevada City, CA 95959

Time: Monday, February 19, 2024, 1 pm to 3 pm

How to Reserve Your Space at the Screening: You'll receive an emailed code that can be redeemed one time for your space at this screening. Once you book your space, you'll be emailed a QR Code ticket.

Thank you for bringing the magic of Wild & Scenic to life!

Sincerely,
The Wild & Scenic Film Festival Team