

on
siff

2018

VOLUNTEER COMPENDIUM



THANKS TO OUR VOLUNTEER PROGRAM SPONSORS



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DEAR FRIENDS

We are excited to have you join us for the 44th Annual Seattle International Film Festival. On behalf of the entire SIFF team—board, staff, Festival guests and patrons—we want to thank you for being such an important part of our work. The Festival simply could not happen without you.

We can't wait for the 2018 Festival. We aim to make the Festival relevant, inclusive, engaging, and fun and our programs continue to evolve to help us reach these goals. By meeting audiences and filmmakers where they are at, SIFF is best able to create experiences that bring people together to discover extraordinary films from around the world. It's through the art of cinema that we foster a community that is informed, aware, and alive. You are our community and you are an essential piece in this mission.

In 2017, SIFF volunteers invested over 22,000 hours supporting more than 310,000 attendees, at over 5,600 events, screenings and festivals. Your commitment to SIFF's work in our community makes what we do possible.

As a volunteer, you serve on the "front lines" of SIFF—for so many of our attendees, you will be the face of the Festival. We want to do all we can to make sure you feel prepared and well informed, and this guide serves as an important part of your toolkit. Please do take some time to read it over, and always feel free to ask questions. Your direct supervisor or our Volunteer Manager are great places to get your questions answered.

It's a year of transition in our volunteer management systems and SIFF is committed to continuing to develop and improve. We welcome your comments and suggestions. With your experience working directly with our patrons and guests, you are in the best position to provide insights and suggestions to help us to continue to improve the experience for everyone.

Thank you again. Whether you give us a few hours or several hundred hours of your precious time this festival season, we do hope it's enjoyable, and that you return year after year!

With deep appreciation and thanks,



Sarah Wilke
Executive Director
sarah.wilke@siff.net



Beth Barrett
Artistic Director
beth@siff.net

ABOUT SIFF

We are dedicated to fostering a community that is informed, aware, and alive.

SIFF believes in film's unique power to share original stories, diverse perspectives, and rich emotional journeys. Beginning in 1976 with the annual Seattle International Film Festival, expanding into SIFF Education, and, most recently, operating our year-round five-screen SIFF Cinema, we have offered Seattle, and beyond, experiences that bring people together to discover extraordinary films from around the world. Our audiences allow us to take risks, host complex conversations, and truly appreciate film. **SIFF is NOW.**

The **SEATTLE INTERNATIONAL FILM FESTIVAL** is the largest film festival in the United States, with more than 140,000 people attending each year. The 25-day event, held each May and June, is renowned for presenting over 400 features, short films, and documentaries gathered from more than 80 countries. We receive over 4,000 independent film submissions annually, and screen debut features and shorts alongside works by established master filmmakers and arthouse cinema hits. More than 70% of the films screened at the Festival will not return to theaters, making SIFF an amazing place to discover and celebrate new work from around the world.

Over 200,000 people annually attend **SIFF CINEMA** to see the best new arthouse and feature films at our three classic movie houses: SIFF Cinema Egyptian, SIFF Cinema Uptown, and the SIFF Film Center. Featured also are the latest international works, one-of-a-kind special events, and festivals, including the Noir City Film Festival, Cinema Italian Style, and French Cinema Now. Through SIFF Cinema, we are dedicated to preserving and enriching the experience of attending the movies while going beyond the screen with filmmaker and panel discussions. SIFF Cinema also hosts SIFFsupports, a program dedicated to supporting, presenting, and highlighting film events and festivals by our local film community.

SIFF EDUCATION programs are designed to train and strengthen our strong community of educators, film lovers, and filmmakers of all ages. Film Appreciation classes and Cinema Dissections dig deeper into the art of film, while youth filmmaking camps and Crash Cinema events provide hands-on filmmaking experiences. SIFF Education programs occur at SIFF, in the schools, and across the region with our community partners.

SIFF DEPARTMENTS

Programming The Programming department curates all of the films in the Festival and year-round for SIFF Cinema. Programming can answer questions about the films, the Festival structure, or how to find information about a film.

Development Development procures and coordinates sponsorships, and is responsible for fulfilling the benefits to our sponsors for their generous support. This includes on-screen slides, logo placement, advertising, ticketing, on-site branding opportunities and engagement.

Philanthropy SIFF has over 7,000 individuals who contribute to the organization on a yearly basis. This department oversees all communication with members and donors, and oversees member-only events and screenings.

Marketing and Communications The Marketing and Communications department manages all communications efforts promoting SIFF. These include: marketing, advertising, publications, print collateral, website, social media, promotions, community outreach, press and public relations.

Guest Relations Guest Relations coordinates invitations, travel, and transportation for the Festival's visiting guests. Festival guests include: filmmakers, actors, jurors, and other invited attendees.

Special Events SIFF hosts close to 100 special events year-round. Nearly half of them are held during the Festival. These range from small filmmaker dinners to large-scale galas with upwards of 3,000 guests in attendance.

Education SIFF Education offers a wide range of programs for youth and adults from digital cinema production trainings to professional development opportunities for filmmakers. The goal is to engage the audience in a more meaningful way with film, and to build a community of film lovers and filmmakers who define and develop, through cinema, their own unique artistic voices.

Operations Operations coordinates all Festival venues and manages all Operations staff. Operations liaises with all Festival departments concerning venue operations and oversees the box office, volunteer, technical operations, and production departments.

GETTING IN TOUCH

SIFF FILM CENTER

Seattle Center Campus
305 Harrison St, Seattle WA 98109
Mon-Fri, 10 AM to 5 PM
volunteers@siff.net
206.464.5830
www.siff.net

FESTIVAL BOX OFFICE

SIFF Cinema Egyptian
805 E Pine St,
Seattle WA 98122

May 3–May 17, during Egyptian operating hours
May 18–June 10, one hour prior to the first
screening of the day at each Festival venue

SIFF Cinema Uptown
511 Queen Anne Ave N,
Seattle WA 98109

May 3–May 17, during Uptown operating hours
May 18–June 10, one hour prior to the first
screening of the day at each Festival venue

SIFF Film Center
305 Harrison St,
Seattle, WA 98109

May 3–June 10, 10 AM to 7 PM

boxoffice@siff.net
Purchase tickets online: www.siff.net

VOLUNTEERING WITH SIFF

If you are a new SIFF Volunteer, please register with Shiftboard. Shiftboard is our online scheduler and how we communicate with our volunteers. If you have previously volunteered with us and already have a SIFF Shiftboard account, you do not need to re-register.

To register as a SIFF Volunteer on Shiftboard:

1. Go to www.shiftboard.com/siff and click the "New Registration" button.
2. Complete the SIFF Volunteer Application Form.
3. Receive your Welcome Letter and temporary password (Check your bulk/spam/junk folder!).
4. Log in, and change the temporary password to your own password. Locate the dropdown menu under your name then click the "My Account" link. Select "Change Password".

SHIFTBOARD IOI

TEAMS

There is a wide range of opportunities for volunteers at SIFF, spanning across all of our departments. We divide that work into teams on Shiftboard to help volunteers find ways to contribute that best match their interests and skill sets. You must be a member of a team for that team's shifts to appear in your calendar.

When you first register as a volunteer with SIFF on Shiftboard, you are automatically made a member of four teams: Festival Venue Crew, SIFF Universal Volunteers, Street Team Promotions, and Special Events Production.

To view your teams, open the "Teams" dropdown menu at the top, and click the "My Teams" link. This will show you the four teams mentioned above and allow you to see more details about each team.

If you would like to join other teams:

1. Open the "Teams" dropdown menu, and select "To Join" to see the list of available teams.
2. Click on a team, and read about it.
3. If it interests you, click the "Add me now!" link.

Some teams may have requirements to join, or you have to get in touch with the manager first – if this is the case, click 'Send Request/Get Info' to ask to be added.

SCHEDULING SHIFTS

1. Open the "Calendar" dropdown menu at the top and click the "Schedules" link.
2. Available shifts show up as red on your calendar. Click an available shift for the time, location, and a brief description. Read the details in their entirety.
3. When you find a shift that suits you, click "Take This Shift" to claim it.
4. Shifts that you've confirmed appear green on your calendar. You should now see a green shift on the day you've chosen to volunteer!

Only the shifts that have been scheduled for your teams will show up on your calendar. Shifts are filled on a first-come, first-served basis. If there are no shifts showing on your calendar, it is because the teams of which you are a member have not yet posted their shifts, or all available shifts have been taken.

SHIFTBOARD ASSISTANCE

If you need help with Shiftboard, email volunteers@siff.net, or call 206.464.5830.

CANCELLING A SHIFT

Our dependable volunteers show up on time for their shifts and play an important role in the smooth operation of the Festival. We ask you to commit to shifts you have confirmed on your Shiftboard calendar. If an unavoidable conflict arises during a time you are scheduled to work and you must cancel a shift, **unconfirm it in Shiftboard** making it available for another volunteer.

Cancel the shift as soon as you know you cannot work it. Cancelling the shift ahead of time allows us time to find a replacement.

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HOW TO CANCEL

1. Click the "Calendar" tab.
2. Click the confirmed green shift for the shift details.
3. Click the red "unconfirm".
4. Click "Yes, Unconfirm".

If an "unconfirm" link does not display in the shift details, it is too close to the start time of the shift. The shift cannot be cancelled online. Each team has a different cut-off time for online cancellations, usually 24 or 48 hours ahead of the shift start time.

1. PROMPTLY email volunteers@siff.net to cancel it indicating SHIFT CANCELLATION in the subject line.
2. Provide the date, time, and location of the shift.

NO-SHOWS

If you fail to let us know you can't make your assigned shift, you will be considered a no-show. We take reports of no-shows very seriously. We place your SIFF Shiftboard account on hold after a no-show has been registered with the Volunteer Office. Any future shifts you have scheduled will be cancelled, and you will not be allowed to sign up for any other shifts until further notice.

CUSTOMER SERVICE

When asked about a specific screening, event, or about the Festival in general, answer to the best of your ability. We have included venue information in this handbook; please familiarize yourself with it. If you cannot answer a question, politely state that you don't have an answer and refer the patron to the nearest SIFF staff member. If a staff member is not available, assist the patron as best you can with what information you know is true. You may want to get their contact information, write down their question, and pass it along to a SIFF staff member. The SIFF website and printed guide are also great places to direct customers for general questions.

Whether you are working in a venue, serving at a Gala, or helping out with other SIFF departments, you represent the Seattle International Film Festival.

It is important to be pleasant and accommodating. Please remember that you are representing not only yourself but ALL of the volunteers at SIFF! We work to give patrons a positive and enjoyable experience, and as a volunteer your goal is to make our patrons feel welcomed. As a result, our patrons share their positive experience with others, bringing in new people every year to keep our festival going strong.

WHAT TO WEAR AND BRING

VOLUNTEER BADGE All volunteers will pick up a 2018 SIFF photo identification badge prior to their first shift. Please wear your 2018 badge AT ALL TIMES while on duty, as it identifies you as a 2018 Festival volunteer to our patrons. Volunteers without a 2018 badge shall not work at the Festival. Please keep your badge. It is the only one you will receive. Badges are non-transferable. You must pick up your badge at the SIFF Film Center before you report to your first shift. T-shirt and badge pick-up hours will be posted on Shiftboard, once set.

Your badge does not allow you access to films or parties. It is used only to identify you as a volunteer. (Please see our Volunteer Appreciation section about seeing films at the Festival.)

DRESS CODE AND PROFESSIONAL APPEARANCE Please remember that as a SIFF volunteer, you are the face of the Festival! This means that appropriate personal hygiene and attire are important. We encourage our volunteers to dress in a professional manner. All volunteers must wear their volunteer badge and t-shirt while on duty. Some volunteer roles require a dress code of black pants/skirt and white or black top. If your shift requires a dress code other than a volunteer t-shirt, it will be listed in the shift information.

PERSONAL BELONGINGS Please remember that once you arrive to work there may not be a place to store your personal items. Please avoid bringing more than you need for your shift. SIFF will not be responsible for any items that go missing or are damaged. Turn off all cell phones and devices, and refrain from using them during your shift.

FOOD SIFF does not provide meals during your shift. Please plan accordingly. You must make sure you have permission from your supervisor before leaving to get a snack during a break. We strongly encourage you to eat before arriving for your shift.

EMPLOYER VOLUNTEER MATCHING

SIFF is a registered 501(c)(3) non-profit organization, tax ID 91-1489660, and is eligible for many employers' volunteer hour matching programs.

Many companies offer monetary contributions to registered 501(c)(3) non-profit organizations where their employees volunteer. These employer contributions are known by a few different names including volunteer grant programs, employee gift matching, and dollars for doers. All turn your volunteer hours with SIFF into dollars for SIFF!

Does your employer match your volunteer hours with SIFF? For information on employer volunteer hour matching, ask your Human Relations department or log in to your workplace intranet.

For a list of businesses with known volunteer hour matching programs, visit www.siff.net/volunteer and check out the "Volunteer Grant Programs" section.

VOLUNTEER APPRECIATION

VOLUNTEER SCREENINGS

Active volunteers in good standing will receive invitations to periodic SIFF-curated films with complementary pop and popcorn throughout the year. Timing and quantities of these screenings will change year to year based on film and venue availability. "Active volunteers" are defined as volunteers in good standing who have worked at least one shift within the past year of the scheduled screening.

VOLUNTEER SCREENINGS

In appreciation for their service, SIFF volunteers receive vouchers that are redeemable for Festival, SIFF Cinema, or SIFF membership. For every two hours of service, a volunteer receives one voucher. One voucher can be redeemed for one regularly priced ticket. We round up vouchers on the odd hour:

- 1 hour = 1 voucher
- 2 hours = 1 voucher
- 3 hours = 2 vouchers

CONVERTING YOUR TIME TO VOUCHERS

TIME	QTY	TIME	QTY	TIME	QTY
1 hour	1	4 hours	2	7 hours	4
1 hr 30 min	1	4 hr 30 min	2	7 hr 30 min	4
1 hr 59 min	1	4 hr 59 min	2	7 hr 59 min	4
2 hours	1	5 hours	3	8 hours	4
2 hr 30 min	1	5 hr 30 min	3	8 hr 30 min	4
2 hr 59 min	1	5 hr 59 min	3	8 hr 59 min	4
3 hours	2	6 hours	3	9 hours	5
3 hr 30 min	2	6 hr 30 min	3	9 hr 30 min	5
3 hr 59 min	2	6 hr 59 min	3	10 hours	5

Volunteer vouchers are redeemable for regularly priced Festival and SIFF Cinema tickets. If you wish to attend a Festival Gala, forum, or special event you will need to purchase a ticket.

Vouchers are transferable (please share!), but **the sale of vouchers is strictly prohibited**. Selling vouchers is cause for dismissal. You will receive your vouchers at the conclusion of your shift when you check out with your supervisor. **We are unable to replace lost vouchers, so treat them like cash.**

REDEEMING VOUCHERS

Volunteer vouchers from the 2018 Festival are redeemable online and at any SIFF Box Office for any regularly priced Festival or SIFF Cinema screening. Simply present your volunteer vouchers at the Box Office in exchange for tickets.

Festival screenings have a limited allotment of tickets that may be redeemed with volunteer vouchers. Once the allotment is reached for a Festival screening, the volunteer tickets for it are gone. SIFF Cinema screenings are limited only by general seat availability.

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If a screening is on "Standby" (meaning advanced tickets are no longer available), you may wait in the Standby Line and use your voucher for payment should space become available.

To redeem vouchers online:

1. Go to siff.net, find your film, and click on a showtime.
2. Select a number of Regular Price tickets, click "Add to Cart", and click "Checkout" to proceed. You may also add other films and showtimes to your cart before you checkout.
3. To complete your order you will need to log in. Log in with your SIFF username and password, or register if you are a first time visitor AND not a SIFF member. This account is separate from your Shiftboard account.
4. Billing information will appear. Look for the box on the right that says "Redeem Voucher". Enter the ticket voucher number in this box, and click "Redeem". Repeat for any additional vouchers you may have.
5. Select your delivery option on the left.
6. Click "Submit Order".
7. If you chose to pick up your ticket at Will Call, visit the Box Office to get your ticket. Otherwise, print out your ticket or download it onto your phone via the mobile ticket app.

During the Festival, SIFF Box Offices open an hour before the first screening of the day. SIFF Cinema Box Offices open 30 minutes before the first screening of the day. The SIFF Film Center front desk is open for box office sales Monday through Friday, 10 AM to 5 PM.

SIFF ENTHUSIAST MEMBERSHIP

In addition to redeeming vouchers for tickets, you may redeem five volunteer vouchers for an Enthusiast Membership. An Enthusiast Membership grants you discounts on tickets and passes, and invitations to member-only events and screenings. Download the Vouchers for Membership form at www.siff.net/volunteer, and learn about the benefits of a SIFF membership at www.siff.net/membership.

VOLUNTEER ACKNOWLEDGEMENT

VOLUNTEER PARTY On June 13, SIFF gathers at the Uptown to celebrate and honor our volunteers with a screening of a 2018 Festival film chosen by SIFF Artistic Director Beth Barrett.

VOLUNTEER AWARDS Presented at the Volunteer Party for outstanding service to SIFF.

Mark Tomas Award is given in recognition of exemplary year-round service to SIFF.

Eric Sorlien Award is given in recognition of excellent service exceeding all expectations for the Festival.

Volunteer of the Year is given in recognition for the most hours of volunteer service to the Festival.

SIFF Shout-Outs are public declarations of personal praise from festival team leaders.

Top 100 is an Hours of Distinction Award given to volunteers who contribute 100 or more Festival hours of service between April 22 and June 14.

Full 40 is an Hours of Distinction Award given to volunteers who contribute a minimum of 40 Festival hours of service between April 22 and June 14.

FESTIVAL VOLUNTEER INCENTIVES

Each year one of the biggest challenges for SIFF is getting consistent volunteer coverage over all 25 days of the Festival. Our goal is to have full shifts every day.

The 2018 incentives are measured in days to allow volunteers to obtain a SIFF 2018 Festival T-shirt (not your volunteer t-shirt) and/or a SIFF Cinema Summer Pass (July 1–September 31, 2018, not subject to pass/voucher restrictions).

These incentives are in addition to your volunteer vouchers. SIFF volunteers will continue to receive one volunteer voucher for every two hours of service.

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INCENTIVES AND LEVELS

13–17 days worked	2018 SIFF Festival T-shirt
18–24 days worked	SIFF Cinema Summer Pass (July 1 – September 31, 2018)
All days worked	2018 SIFF Festival T-shirt and SIFF Cinema Summer Pass

REDEEMING INCENTIVES

- Turn in punched badges by 5 PM on Friday, June 15, 2018. There are two ways to turn in punched badges:
 - To your supervisor at the end of your last 2018 Festival shift
 - To the Volunteer Manager at SIFF Film Center during regular business hours, Monday through Friday, 10 AM to 5 PM
- Incentives are available for pick up from the Film Center beginning Wednesday, June 21 during regular business hours, Monday through Friday, 10 AM to 5 PM.
- All incentives must be picked up by July 31, 2018. Any incentives not picked up by this time will be voided.

Your punched badges will be returned to you when you pick up your incentives. If you lose your badge, contact volunteers@siff.net to receive credit for worked shifts.

FESTIVAL VOLUNTEER INCENTIVES TERMS AND CONDITIONS

- Applies only to shifts scheduled during the Festival, Thursday, May 17–Sunday, June 10, 2018.
- Applies to all Festival volunteer teams (e.g., special events, guest relations, venue crew, street teams).
- Must be a registered SIFF volunteer in good standing.
- Must have official 2018 SIFF volunteer credentials (2018 SIFF volunteer badge).
- Shifts must be confirmed on the Shiftboard calendar.
- One punch per day on the day of the scheduled shift at the end of the shift by the team's supervisor (i.e. House Coordinator, Guest Relations Coordinator, Marketing Coordinator, Special Events Coordinator) or their designee.

VOLUNTEER JOB DESCRIPTIONS

VENUE CREW

Venue Crew volunteers are the face of the Festival and are often the only contact our patrons will have with SIFF. The Venue Crew sees that Festival patrons make it safely and comfortably from the sidewalk outside to their seats inside the theater and bids everyone a fond farewell after the lights come back up. The crew then prepares the theater for the next show and repeats.

Because of the many positions volunteers fill and because each position has different needs, Venue Crew members may work indoors or outdoors and may have multiple duties in a single shift. All jobs require being on your feet for up to an hour at a time. These include:

- Ballot Distributor
- Crowd Liaison
- Lobby Attendant
- Attendance Clicker
- Scanner
- Ticket Collector
- Usher

FAQS

How do I know if I will be a good fit for the Venue Crew?

We are looking for friendly individuals with good customer service skills who do well when things are hectic and when times are relatively quiet. It is highly recommended that new and returning volunteers attend a Venue Crew Training session.

What can you tell me about Venue Crew Training?

Training occurs shortly before the Festival begins – Saturday, May 5 from 10 AM to 11:30 PM and Tuesday, May 15 from 5:30 PM to 7 PM. Both trainings will occur at SIFF Cinema Uptown. You do not need to attend both trainings, but it is highly encouraged that you attend one of these sessions.

How long are Venue Crew shifts?

Shifts are typically four hours in length, but will vary based on the film schedule at that particular venue.

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May I watch the film screening during my shift?

No, you may not. There are many jobs that need your attention while the film is showing, such as ballot counting, ticket stub organizing, late seating, and general tidying up. After your shift, you will earn a volunteer voucher so that you can see a film at another time.

Who can answer other questions I have?

Contact volunteers@siff.net.

SPECIAL EVENTS

The Special Events Team is integral to supporting and producing over 50 Festival events. Team members are friendly, professional in attitude and appearance, and ready to get their hands dirty! The scope and responsibilities of each shift vary greatly.

Examples of Special Events Team shifts include:

- Gala set-up and strike: set up tables and bars, decorate, and take down.
- Serving and bussing: serve guests and clean up the mess. Food handlers and servers must hold a current food worker permit issued by King County Health Department.
- Guest check-in: put your people skills to work! Greet attendees, check them in, and smile!
- Event guest Escorts/Security: Not what you think! Guide attendees through the check-in process on Opening Night.
- Bartending: Provide alcoholic beverage service to guests and attendees. Bartenders must hold a current Washington State class 12 mixologist permit.

Please note that most shifts posted by this team have some level of physical requirement. You will often be asked to lift and carry heavy items or trays and will likely be standing for long periods of time. Please check the descriptions when confirming shifts on Shiftboard for detailed information on position requirements.

FAQS

How do I know if I will be a good fit for the Events Team?

Positions posted to the Events Team vary greatly in scope and skill requirements, so there is a place for everyone! In general, we are looking for

professional and articulate individuals with good communication skills. Events are often fast-paced and stressful, so a calm demeanor and team-oriented attitude are necessary. Most shifts require lifting and standing and have a minimum age requirement of 21. If you are interested in joining the Special Events Team contact the Special Events Manager, Mytett Gumin, at mytett.gumin@siff.net.

I am a licensed bartender. Do you have bartending shifts available?

Yes! If you are an experienced bartender with a current class 12 mixologist permit, please let us know so we can add you to the bartender team. Send a copy of your Washington State ID, current Washington state class 12 permit, and a brief description of your bartending experience to volunteers@siff.net.

I don't have experience with check-in/serving/bussing/etc. Can I still help?

Of course! Volunteering is a great way to gain new skills and experience. Please refer to the job description, and if you meet the requirements, sign up!

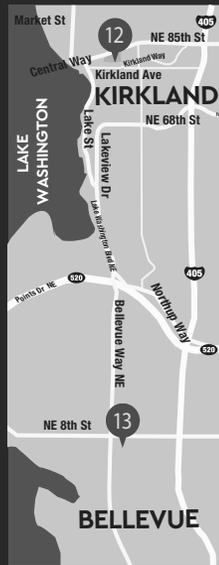
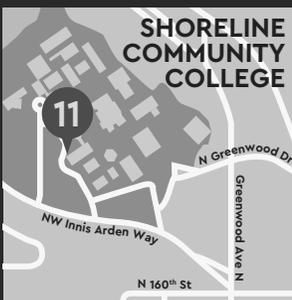
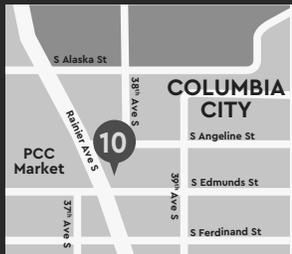
Are there any other requirements/expectations that I should know about before signing up?

Since you will be serving on the front lines of SIFF, it is important that all Special Events Team members are friendly, professional, and prepared to answer guests' questions, or find someone who can. It is generally expected that you dress for the occasion; specific attire requirements will be included in the shift description. **Volunteers are never allowed to consume alcohol at events. Bartenders may not solicit or receive tips.** Because catering is donated and limited in quantity, we ask that volunteers eat prior to arrival, and refrain from eating during their shift.

GUEST RELATIONS – DRIVER

Guest Relations Drivers interact with visiting filmmakers, press, and other guests by safely and reliably transporting them from point to point during the Festival. Drivers may meet a guest at the airport and escort them to their hotel; drive a guest to a screening, and accompany them inside; or provide event shuttle service for many guests.

CONTINUED AFTER MAP



1 SIFF CINEMA UPTOWN
511 Queen Anne Ave N
206.464.5830 · siff.net

2 SIFF LOUNGE
2 W Roy St · siff.net

3 SIFF FILM CENTER
Corner of Republican and
Warren Ave N at Seattle Center
206.464.5830 · siff.net

4 MCCAW HALL
321 Mercer Street at Seattle Center
206.733.9725 · mccawhall.com

5 MOHAI
806 Terry Ave N
206.324.1126 · mohai.org

6 AMC PACIFIC PLACE 11
600 Pine Street, 4th Floor
206.652.8908
pacificplacesattle.com

SIFF VR ZONE AT PAC PLACE
600 Pine Street, 1st Floor · siff.net

7 THE TRIPLE DOOR
216 Union Street
206.838.4333 · thetripledoor.net

8 SIFF CINEMA EGYPTIAN
805 E Pine Street
206.464.5830 · siff.net

9 MAJESTIC BAY THEATRES
2044 NW Market St, Ballard
206.781.2229 · majesticbay.com

10 ARK LODGE CINEMAS
4816 Rainier Ave S
206.721.3156 · arklodgecinemas.com
Not ADA Accessible

**11 SHORELINE COMMUNITY
COLLEGE THEATER**
1601 Greenwood Ave N, Shoreline
206.546.4101 · shoreline.edu/theater

12 KIRKLAND PERFORMANCE CENTER
350 Kirkland Ave
425.893.9900

13 LINCOLN SQUARE
700 Bellevue Way NE, 3rd Level
425.450.9100 · cinemark.com

FAQS

How do I know if I will be a good fit for the Guest Relations Driver Team?

We are looking for friendly and responsible individuals who are 25 years old or older with a valid driver license, clean driving record and who possess a high level of responsibility and dependability. It is imperative that drivers arrive on time, take responsibility for the guest(s) they are serving, and remain respectful. You must also be able to attend the mandatory training.

If you are interested in joining the Driver Team contact Aileen Fowler, aileen.fowler@siff.net.

When are the mandatory trainings, and what will we learn?

Training will be held in early May on two separate dates. Attend either one. Training is held at the Pan Pacific Hotel. We will go over driving procedures including how to pick up SIFF vehicles, how to meet with your guest(s) and know where you are driving them, and parking. You must bring your valid driver license to the training.

How long are the shifts?

Guests are coming and going constantly throughout the Festival. Drive shifts are approximately four hours long. These will be posted on Shiftboard. Drivers are expected to commit to no fewer than four shifts.

Do I need to have my own car?

No! SIFF provides loaner cars for guest drives. Drivers will be responsible for checking their condition and keeping them tidy. If you would prefer to use your own vehicle, please speak with us ahead of time.

What can I talk about with the guest during the drive?

We aim for our drivers to have fun with guests during drives. We suggest talking about SIFF, the Pacific Northwest, and sharing local recommendations for what to do and see during their stay in Seattle. Drivers represent the Festival and should be courteous and respectful at all times—please avoid using profanity. Drivers should respect a guest's wishes if they do not want to chat. Drivers must obey all traffic laws and speed limits and drive with care. Drivers may not offer personal information or connections, including email, Facebook friending, etc. Drivers shall not request personal information, attention (advice on projects or scripts), or souvenirs (autographs or photos).

VR ZONE DOCENTS

The Festival VR Zone Docents facilitate front of house needs at the SIFF VR Zone, including assisting with setup, configuration, and running of virtual reality, augmented reality, and 360 cinema hardware. Under direction of the Festival Venue Manager, docents help patrons comfortably and successfully experience a range of VR/AR/360 experiences.

FAQS

How do I know if I will be a good fit for the VR Zone Docent team?

We are seeking individuals with prior experience with VR systems, headsets, and experiences, or a deep familiarity/background with technology and willingness to learn. VR Zone Docents will be helping guests get acquainted with the VR systems that may be new to them, so they should have strong communication and customer service skills.

How can I become a VR Zone docent?

You must apply to be a VR Zone docent and make a minimum commitment of four shifts. Please email resume and letter of interest to volunteers@siff.net with the subject line "VR Zone Docent".

When are the mandatory trainings and what will we learn?

VR Zone docent training will take place on Sunday, May 13th from 2 PM to 6 PM. Our VR team will walk you through the basics of assisting guests through the VR experiences available at the VR Zone. Attendance at this training is required for all VR Zone docents.

How long are VR Zone shifts?

Shifts are typically four hours in length, but will vary based on the day of the week and the schedule of events that day.

May I participate in VR during my shift?

No, you may not. There are many jobs that need your attention while the experiences are running, such as cleaning, resetting, line management, and assisting patrons.

LOUNGE

The SIFF Festival Lounge provides a social environment for filmmakers, passholders, industry members, and sponsors to enjoy in between screenings at SIFF Cinema Uptown. The Lounge Team members are friendly, professional in attitude and appearance, and generally knowledgeable about the Festival.

Examples of Special Events Team shifts include:

- Lounge check-in: Greet and scan passholders, maintaining capacity count.
- Restocking, inventory, and general housekeeping. Keep the lounge looking clean & tidy!
- Festival FAQ: There may be lounge guests who are new to the festival – Lounge Volunteers provide helpful answers and advice.

Please note that most shifts posted by this team have some level of physical requirement. You will often be asked to lift and carry heavy items or trays and will likely be standing for long periods of time.

FAQS

How do I know if I will be a good fit for the Lounge Team?

In general, we are looking for professional and articulate individuals with good communication skills. Volunteers who are familiar with the Festival are preferred, as there will be many questions!

I don't have experience with check-in/bussing/etc. Can I still help?

Of course! Volunteering is a great way to gain new skills and experience. Please refer to the job description, and if you meet the requirements, sign up!

Are there any other requirements/expectations that I should know about before signing up?

Since you will be serving on the front lines of SIFF, it is important that all Lounge volunteers are friendly, professional, and prepared to answer guests' questions, or find someone who can. **Volunteers are never allowed to consume alcohol at the Lounge.** Because catering is donated and limited in quantity, we ask that volunteers eat prior to arrival, and refrain from eating during their shift.

STREET TEAM – COMMUNITY OUTREACH

The Community Outreach Street Team promotes the Festival at events, with the majority of events happening in May and June. Our mission is to increase awareness about SIFF Cinema, the Festival, and SIFF's diverse year-round programming by engaging the community through direct outreach at events, farmers' markets, neighborhood festivals, venues, and non-SIFF outlets.

Examples of Community Outreach Street Team shifts include:

- Distribute Festival Guides, flyers, or other promotional materials at community events
- Manage promotional table at community events answering questions about SIFF and the Festival

When confirming shifts on Shiftboard, please check the descriptions for information specific to that shift. Often you will need to pick up materials from the Film Center prior to the start of your shift. Shift expectations about heavy-lifting or long periods of standing will be listed in the description.

FAQS

What projects are available for the Community Outreach Street Team?

Projects vary from street marketing at farmers' markets to booth events like the U District Street Fair.

What types of skills do Community Outreach Street Team volunteers possess?

Volunteers should be friendly, outgoing, and unafraid to start up a conversation with people. Volunteers should be comfortable in crowds, energetic, and community minded. Ideal candidates are film lovers with a strong commitment to SIFF's mission who can speak effectively about SIFF and the Festival. If you are interested in joining the Community Outreach Street Team, contact Whitney Veloski at whitney.veloski@siff.net.

How flexible are the volunteer hours?

Street Team volunteer hours can vary depending on the project. Shifts are typically scheduled for two to four hours. Shifts are usually in the mornings or early afternoon. Volunteers need to coordinate pick-up of materials from the Film Center with Whitney Veloski at whitney.veloski@siff.net.

Do I need a car?

Cars are not required, as there are plenty of locations throughout the city that are easily accessible by bus. However, if you have your own transportation, transferring materials to and from events will be much easier.

STREET TEAM – PROMOTIONS

The Promotions Street Team delivers promotional and outreach materials like the Festival Guide before and during the Festival in May and June. Team members distribute materials around the greater Seattle area based on a list provided by SIFF. Lists can be neighborhood based, or theme specific, and vary in length. A car (or access to one) is strongly encouraged for this team.

When confirming shifts on Shiftboard, please check the descriptions for information specific to that shift. Often you may need to pick up materials from the Film Center prior to the start of your shift. Shift expectations about heavy lifting or long periods of standing will be listed in the description.

FAQS

What types of skills do Promotions Street Team volunteers possess?

One only needs a passion for cinema and a strong sense of commitment to SIFF mission. It is recommended that you have a car (or access to one) for these shifts.

How flexible are the volunteer hours?

You can complete the project on your schedule as long as materials are distributed by the project deadline and the businesses or organizations on your list are open.

I signed up for calendar distribution. Will I have to drive all over the city?

Not usually. You will be provided a list of the places where we'd like you to drop the calendars and most of our lists are divided into neighborhood areas. You can choose to cover your neighborhood or explore a new one!

What if I have additional materials left over?

Feel free to distribute them to places that would be interested and add the location to your list so that we know they've received materials. Alternately, you can always bring extras back to the Film Center.

What do I do if I find a new location that is not on my list?

If the owners are interested, feel free to leave materials and add the location name and address to the list.

YEAR ROUND VOLUNTEERING

SIFF CINEMA LEAD USHER TEAMS

SIFF Cinema Lead Usher Teams are comprised of volunteers who are each able to commit to one shift per week, with each shift happening around the same time on the same day of the week at either the SIFF Cinema Egyptian or the SIFF Cinema Uptown. This commitment runs from January through June and/ or July through December. In exchange for their time, our Lead Usher Team members will receive a Festival Admit 1 Pass for each six-month period completed.

GENERAL QUALIFICATIONS

- Demonstrated ability to provide an excellent customer service experience
- Pleasant and professional manner including:
 - Strong communications skills
 - Strong interpersonal skills
- Ability to stand for extended periods of time
- Comfortable using basic technology (cell phones and Windows-based computers)

GENERAL QUALIFICATIONS

- Be knowledgeable and up to date on SIFF programs and events
- Scan tickets and actively seat cinema patrons
- Answer guests' questions and/or direct them to the appropriate contact
- Manage lines and assist with lobby foot traffic
 - Maintain overall appearance of the Cinema
 - Collect trash from theaters between shows
- Keep lobby and the front of concessions area tidy
- Assist staff with special projects

FAQS

What is the time frame of the shifts?

On Monday through Friday, shifts are generally scheduled between 5 PM and 10 PM. On weekends, we have two shifts per day, generally scheduled between 12 PM and 5 PM or between 5 PM and 10 PM.

CONTINUED ON NEXT PAGE

The length of these shifts is determined by the weekly programming schedule, so each shift might range from one to five hours. Because show times can vary or change, some flexibility in your schedule is preferable. Flexibility is especially important for January to June as this team schedule occurs during the Festival. Show times will most definitely change and vary based upon Festival programming.

Do I have to commit for all six months?

Yes. We understand, however, if something unexpected comes up and you cannot make a shift. Please note that it is your responsibility to find a substitute for your shift. Failure to do so may result in change of benefits and/or removal from the volunteer program.

What if I have to miss a shift?

If you miss more than three shifts without finding a replacement, we will have to find someone else to take your place for the rest of the shifts through the end of the commitment. Those who work all their shifts (or find someone to work a shift they can't make) will receive a Festival pass, those who aren't able to, will receive Cinema vouchers for the time that they've put in so far.

When does SIFF recruit for Cinema Lead Usher Teams?

SIFF recruits to fill year-round team positions in early June for the July through December period and in early December for the January through June period.

FRONT DESK TEAM

The Front Desk team is comprised of 10 volunteers who are each able to commit to one four-hour shift per week, with each shift happening at the same time on the same day of the week. This commitment runs from January through June and/or July through December. In exchange for their time, our Front Desk Team members will receive a Festival Admit 1 Pass. This is a great opportunity to learn about what goes on behind the scenes at SIFF!

GENERAL QUALIFICATIONS

- Demonstrated ability to provide an excellent customer service experience
- Pleasant and professional manner including:
 - Strong communications skills
 - Strong interpersonal skills
- Strong demonstrated computer skills (MS Office & Google Software)

RESPONSIBILITIES

- Be knowledgeable and up to date on SIFF programs and events
- Answer and direct incoming calls to the Film Center
- Process walk-up and phone sales
- Sell SIFF Cinema tickets
- Sell SIFF memberships
- Sell SIFF merchandise
- Sell Festival passes and tickets
- Data entry and administrative support
- Assist staff with special projects
- Strong interpersonal skills
- Ability to stand for extended periods of time

FAQS

What is the time frame of the shifts?

Shifts are currently Monday through Friday. The morning shift is from 10 AM to 1:30 PM and the afternoon shift from 1 PM to 5 PM. Timing of these shifts may change slightly throughout the year as SIFF moves between busy and slow seasons.

Do I have to commit for all six months?

Yes. We understand, however, if something unexpected comes up and you cannot make a shift. Please note that it is your responsibility to find a substitute for your shift. Failure to do so may result in change of benefits and/or removal from the volunteer program.

What if I have to miss a shift?

If you miss more than three shifts without finding a replacement, we will have to find someone else to take your place for the rest of the shifts through the end of the commitment. Those who work all their shifts (or find someone to work a shift they can't make) will receive a Festival pass, those who aren't able to, will receive Cinema vouchers for the time that they've put in so far.

When does SIFF recruit for the Front Desk Team?

SIFF recruits to fill year-round team positions in early June for the July through December period and in early December for the January through June period.

VOLUNTEER CODE OF CONDUCT

DRESS CODE In an effort to bring cohesiveness and an air of professionalism to our SIFF volunteer teams, we require all of our volunteers to adhere to our dress code of a 2018 SIFF-issued Volunteer T-shirt (unless otherwise instructed, e.g., black dress attire) and a 2018 volunteer badge. Volunteers must wear and display their 2018 volunteer badges in order to work. We also insist that you arrive for your shift bearing a neat and tidy appearance, i.e., well-groomed and wearing clean clothing.

SHIFT CANCELLATION Festival volunteers unable to make their shift must unconfirm their shift via Shiftboard as soon as they know they cannot work it. The majority of Festival shifts require cancelling at least 24 hours before the shift start time. In the event of an emergency or unforeseen circumstance, volunteers must contact the Volunteer Manager as soon as possible. Email volunteers@siff.net or call 206.464.5830. Failure to do so will result in your account being placed on hold and potential removal from the volunteer program. SEE NO-SHOWS.

CUSTOMER SERVICE All of our staff and volunteers are required to display polite and courteous behavior to one another, our patrons and the general public at all times, and to possess the ability to give informative answers to questions. Unacceptable behavior, language or a disrespectful attitude to any person will NOT be tolerated, and will result in immediate removal from the volunteer program. SEE ALSO HARASSMENT POLICY.

MEDIA The Artistic Director and Executive Director or their designees are the sole spokespersons for SIFF. Volunteers should, of course, do their best to answer any customer questions, but all media inquiries should be directed to the Marketing and Communications department at festivalpress@siff.net.

ALCOHOL AND DRUG USE Volunteers are strictly prohibited from possessing, selling, consuming, or being under the influence of alcohol, marijuana, or illegal drugs (and legal drugs that are not used in a manner consistent with accepted frequency or dosage requirements) while on shift. Violations of this policy will result in removal from the volunteer program.

SMOKING SIFF is a non-smoking environment. Smoke breaks, like all breaks, must be approved by your supervisor. Washington State law (RCW 70.160) prohibits smoking within 25 feet of entrances, exits, windows that open, and ventilation intakes that serve enclosed areas where smoking is prohibited. Volunteers should also avoid smoking in public areas that are used by Festival attendees.

CONFIDENTIALITY The nature of services provided by SIFF requires that information be handled in a confidential manner. Information about our business, our employees, or our clients—including, but not limited to, film sources and contacts, funding sources and contacts, film industry contacts, etc., will not be released to people or agencies outside the company without SIFF's written consent. The only exceptions to this policy will be to follow legal or regulatory guidelines. Employees and volunteers are expected to keep such information confidential and not disclose such information to any third party without prior authorization from their supervisor.

GUEST POLICY By no means should any employee or volunteer release ANY information on or about any festival guests. Forward all guest-related questions (who will be attending, etc.) to Public Relations in the Marketing and Communications Department at festivalpress@siff.net. Be pleasant and respectful of guests' privacy at all times, including events. DO NOT APPROACH GUESTS ABOUT PERSONAL PROJECTS. DO NOT APPROACH GUESTS FOR AUTOGRAPHS OR PHOTOGRAPHS WHILE ON SHIFT OR WHILE WEARING YOUR VOLUNTEER T-SHIRT OR BADGE. Approaching guests for these reasons will be grounds for removal from the volunteer program.

FILM VIEWING Volunteering at a theater does not mean that you will be able to watch films screening during your shift. There are many tasks that need to be completed during a shift, and we expect our volunteers to be available to help whenever these tasks need to be done. If there is a film you would like to see, please plan on seeing it when you are not scheduled to volunteer.

HARASSMENT POLICY SIFF is dedicated to providing a harassment-free experience for EVERYONE, regardless of gender, gender identity & expression, age, sexual orientation, disability, physical appearance, body size, race, ethnicity, or religion. This applies to all interactions between staff, volunteers, participants & attendees. SIFF will absolutely not tolerate harassment in any form.

Harassment includes, but is not limited to: offensive comments related to gender, gender identity & expression, age, sexual orientation, disability, physical appearance, body size, race, ethnicity, religion, sexual images in public spaces, deliberate intimidation, stalking, following, harassing photography or recording, sustained disruption of programs, inappropriate physical contact, and unwelcome sexual attention.

Those who are asked to stop any harassing behavior are expected to comply immediately. If they do not, SIFF reserves the right to remove them from the premises, remove them from the volunteer program, and/or bar them from future events, as applicable. Harassment claims will be dealt with on a case-by-case basis, at the discretion of SIFF management.

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If you are being harassed, notice that someone else is being harassed, or have any other concerns, please contact a member of staff IMMEDIATELY. If you do not see a staff member, please contact Sarah Wilke, Executive Director, at sarah.wilke@siff.net.

SIFF staff members are happy to help participants contact venue security or local law enforcement and otherwise assist those experiencing harassment to feel safe for the duration of the Festival. We value all of our participants, and we want everyone to enjoy all that SIFF has to offer.

For questions regarding SIFF's inclusion and harassment policy, please email info@siff.net or visit www.siff.net/termsandconditions.

VOLUNTEER FAQs

I missed the training sessions (and/or volunteer meeting). Can I still volunteer?
It depends on the team. Check your team's description for details on trainings.

For most teams, SIFF encourages you to attend all the training sessions, but we understand if you are unable to attend each of them. If you do happen to miss a training session, please arrive a little early for your first shift and let your supervisor know it's your first time.

For some teams, such as Guest Relations Driver, training is mandatory. Talk with your team's manager if you are unable to attend the trainings.

When (and where) can I get my t-shirt & badge?

Once you have confirmed shifts, you should come to the SIFF Film Center to collect your t-shirt and badge. The schedule for picking up volunteer t-shirts and badges will be announced on Shiftboard as soon as the hours are confirmed. Volunteers on teams with mandatory trainings must attend their training before picking up their t-shirt and badge.

Can I use last year's badge?

No, each year we update our badges with the current year's imagery.

Can't I just pick up my badge & t-shirt at the venues?

No, the badges are photo ID badges available only at the Film Center. Venues lack space to store the t-shirts, and are unable to create badges on-site.

What time should I show up for my shift?

You should show up with enough time to be ready to start working at the time listed for that position on your Shiftboard schedule. It never hurts to get there a little early!

Why is my Shiftboard calendar empty?

Only available shifts appear on your calendar. All of the shifts for your teams have been taken. Check back periodically to see if someone has unconfirmed a shift or other shifts have been posted, or join more teams to view more shifts. If you are looking outside of Festival months (May and June) there will be very few (if any) shifts for most teams. Festival shifts are typically uploaded to Shiftboard in early May. SEE SHIFTBOARD 101.

Help! My calendar is blank! I know I have confirmed shifts.

Click the "Remove Filter" icon in the upper right hand corner, just above the calendar.

I can't remember my Shiftboard password. How do I log-in?

If you forgot your password, go to www.shiftboard.com/siff and click on "forgot password/account" to send an account reminder to your email.

My friend wants to volunteer. Is it too late to join?

Direct your friend to www.shiftboard.com/siff to register as a SIFF Volunteer to check for available shifts and to be notified about future opportunities.

Can I earn community service hours while volunteering for SIFF?

Yes, simply bring in your documents to the SIFF offices and the Volunteer Manager can complete and sign the forms.

Can I work only part of my hours for my scheduled shift(s)?

We expect our volunteers to stay for the full length of their shift so that we can ensure all areas will be covered. If you will be late or cannot stay for your full shift, try looking at the Shiftboard calendar for another shift that better suits your schedule.

Where do you most need my help?

We sometimes have a hard time filling venue shifts that are posted for the last few days of the Festival, and the late-night shifts under the Special Events team. We need your help anywhere an available shift appears on your Shiftboard calendar.

Is there free parking for volunteers?

Although we greatly appreciate our fabulous volunteers, we are not able to provide free parking. There are, however, a number of buses that drop you off right in front of or near most SIFF venues. These are listed in the following section.

HOW TO GET TO SIFF

PARKING, BUS, AND OTHER TRANSPORTATION IDEAS

ARK LODGE CINEMAS *4816 Rainier Avenue S*

Bus: Routes 7, 9, 50, 106

Light Rail: Columbia City Station

Car: Parking available on side streets.

DAR RAINIER CHAPTER HOUSE *800 E Roy St*

Bus: Routes 9, 43, 47, 49, 60,

First Hill Streetcar

Light Rail: Capitol Hill Station

Car: Metered parking available on Broadway, limited parking on side streets. Several pay lots nearby.

HOUSE STUDIOS

Bus: Routes 1, 2, 3, 4, 8, 13, 29, 32, D Line

Car: Parking available on street and in nearby pay lots.

KIRKLAND PERFORMANCE CENTER *350 Kirkland Avenue*

Bus: Routes available close by at the Kirkland Transit Center – 234, 235, 236, 238, 245, 248, 255, 540.

Car: Free four-hour parking is available in the Municipal Garage underneath the Kirkland Library, just west of the Performance Center.

LINCOLN SQUARE *700 Bellevue Way NE, 3rd Level*

Bus: Routes 226, 234, 235, 240, 241, 246, 249, 271, 535, 550, 560, 566, and B Line.

Car: Complementary retail parking.

MAJESTIC BAY THEATRES *2044 NW Market St*

Bus: Routes 15, 17, 18, 29, 40, 44, 994, D Line

Car: Parking available on street and in nearby pay lots.

MCCAW HALL *321 Mercer Street*

Bus: Routes 1, 2, 3, 4, 8, 13, 29, 32, 62, D Line, and Monorail

Car: Paid parking at the Mercer St. Parking Garage across the street. Enter on 3rd Ave N between Mercer and Roy Street. Parking also available on street and in other nearby pay lots.

MOHAI *806 Terry Avenue N*

Bus: Routes 40, 62, 70, C Line, South Lake Union Streetcar.

Car: Street parking throughout South Lake Union and at pay lots and garages in the area.

NORDIC HERITAGE MUSEUM *2655 NW Market Street*

Bus: Routes 15, 17, 18, 29, 40, 44, 994, D Line

Car: Museum parking available. Parking also available on street and in nearby pay lots.

AMC PACIFIC PLACE 11 600 Pine Street, 4th Floor

Bus: Routes 2, 7, 10, 11, 14, 41, 43, 49, 76, 77, 83, 101, 102, 106, 113, 124, 150, 177, 255, 545, 550, C, D, and E lines, and many others within a three-block radius.

Light Rail: Westlake Station

Car: The underground parking garage offers a maximum rate of \$6 for parking after 5 PM. Enter from Sixth or Seventh Avenue.

SHORELINE COMMUNITY COLLEGE THEATER *16101 Greenwood Ave N*

Bus: Routes 5, 330, 331, 345, 3455

Car: Permits/payment required, free after 4 PM/weekends but still need permit. See www.shoreline.edu/map/ for additional information, and campus maps.

SIFF CINEMA EGYPTIAN *805 E Pine Street*

Bus: Routes 2, 8, 9, 10, 11, 12, 43, 49, 60, First Hill Streetcar.

Light Rail: Capitol Hill Station

Car: Metered and zone parking is available on the street or in nearby pay lots including the Seattle Central Community College lot located at Harvard and Pine.

SIFF CINEMA UPTOWN *511 Queen Anne Avenue N*

Bus: Routes 1, 2, 3, 4, 8, 13, 29, 32, D Line, and Monorail.

Car: Metered and zone parking is available on the street or in nearby pay lots.

SIFF FILM CENTER *Corner of N Republican Street and Warren Avenue N at Seattle Center*

Bus: Routes 1, 2, 3, 4, 8, 13, 29, 32, 62, D Line, and Monorail.

Car: Metered and zone parking is available on the street or in nearby pay lots.

SIFF LOUNGE at 2 W Roy Street

Bus: Routes 1, 2, 3, 4, 8, 13, 29, 32, D Line, and Monorail.

Car: Metered and zone parking is available on the street or in nearby pay lots.

SIFF VR ZONE at Pacific Place 600 Pine Street, 1st Floor

Bus: Routes 2, 7, 10, 11, 14, 41, 43, 49, 76, 77, 83, 101, 102, 106, 113, 124, 150, 177, 255, 545, 550, C, D, and E lines, and many others within a three-block radius.

Car: The underground parking garage offers a maximum rate of \$6 for parking after 5 PM. Enter from Sixth or Seventh Avenue.

TRIPLE DOOR *216 Union Street*

Bus: 7, 11, 40, 70, 255, 550, 554, 594, C Line, and many others within a three-block radius.

Car: Parking is available at numerous garages in the area, the closest is on Union and Second Avenue. Thu-Sun evening valet service available for \$10.

NOTES

MAY

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JUNE

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