

# **Colorado Festival of Horror (COFOH)**

## **Volunteer Application**

**Show Dates:** September 9<sup>th</sup>, 10<sup>th</sup> and 11<sup>th</sup>, 2022

**Venue Address:** Embassy Suites by Hilton Denver Central Park, 4444 N. Havana St, Denver, CO 80239

**Parking:** Free

**Rooms:** Discounted event room rates available via the website now:

<https://www.cofestivalofhorror.com/#/attend>

**Event Hours:** Fri 4 – 7pm (Registration opens at 3pm), Sat 10am – 6pm, & Sun 11am – 5pm

**Thank you for your interest in volunteering with Colorado Festival of Horror!**

**Volunteer applications will be accepted starting immediately and through August 12<sup>th</sup>. Space is limited, so please apply ASAP!**

This is your chance to get involved with the Colorado horror fan community and contribute to the success of COFOH. The convention features vendors, panels, films, merchandise, celebrities, artists, writers and misc. activities. The Embassy Suites by Hilton Central Park offers discounted rooms (available now via the COFOH website), pool, restaurant, bar, and has a large central atrium for gathering. If you stay at the hotel, complimentary breakfast and happy hour are also offered. Sign up and join us in putting on a gloriously horrific event.

## **Volunteer Perks**

What do I get for volunteering?

1. A free pass to the event! Which pass you get depends on how much time you sign up to volunteer and is dependent upon you showing up for your shift.

Single day Friday only pass = 2 hours of volunteering on Friday

Single day Saturday or Sunday pass = 4 hours of volunteering either day, pass good for the day you volunteer

Entire weekend pass = 8 hours of volunteering total

2. A free T-shirt! Don't forget to tell us your size when you sign up to volunteer!

3. A chance to meet some great fellow humans and be a part of a stellar event!

4. Our eternal appreciation!

# **Review Process**

Approximately 60 volunteer positions exist. Some are before the festival but most are during the festival.

Volunteer applications will not be made public. Please answer all questions on the application as they have been deemed relevant to the selection process and we seek to hold an event that is safe, open, and inclusive.

Decisions of the review team are final. If you are not chosen initially, you will be put a waiting list. If anyone drops out or fails to respond within two weeks of first contact, the next person on the list will be contacted.

## **Volunteer/Staff room**

We appreciate you! Your volunteer efforts are invaluable to us, so have fun and enjoy the Colorado Festival of Horror!

We will have a volunteer/staff room on site with some food and drinks available.

- If you have a special diet, please bring your own food and drinks.
- There will be a table and chairs to sit and relax and chat with co-volunteers when you are off-shift.
- You will be able to leave personal items in there, but at your own risk, COFOH cannot be responsible for any lost or stolen items.

It is your responsibility to check in with volunteer supervisor Amber MacPherson upon your arrival and upon leaving your shift for the day. The volunteer coordinator will contact you with your schedule assignment(s).

- Only commit to what you are sure you can do. It leaves us short staffed if you cancel last minute.
- Communication is key! If something does come up, please let us know!

Please familiarize yourself with the COFOH program and event rooms before your shift so you can help attendees with queries and directions. You represent COFOH so please be kind and respectful to everyone!

# **Online Application (Due by 8/12/2022)**

Name of Volunteer: \_\_\_\_\_

Mailing address: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

Are you over 21 years of age (Y/N): \_\_\_\_\_

Day(s) you would like to volunteer for COFOH: \_\_\_\_\_

Preferred area to volunteer (in order of preference): \_\_\_\_\_

- 1) General (you're totally available for anything needed!)
- 2) Programming in panel rooms, main events room or film room (check attendee badges and help with prizes at the door)
- 3) Vendor Room (check attendee badges at the entrance; help with vendor load-in and load-out)
- 4) Merchandise (sell merch in the Outworld Bar area)
- 5) Registration (check-in pre-paid attendees and costume & tattoo competition participants, sell badges, distribute programs and VIP bags, costume weapons check)
- 6) Social media, photography, video (before and during the festival)
- 7) Tech Support (A/V equipment, internet, credit card readers & ipad support for sales)
- 8) Guest Relations (help with celebrities and other special guests)
- 9) Volunteer Coordination (help Amber with volunteers)

Website address/link: \_\_\_\_\_

Facebook address/link: \_\_\_\_\_

Other social media link: \_\_\_\_\_

T-Shirt Size: \_\_\_\_\_

NOTE: please include a photo of yourself

## **Additional Questions:**

Please answer these questions if you want to be a volunteer. This information will not be made public. It is solely for us to help keep our show as safe as possible. Thank you everyone for your caring and understanding.

This show is open and accepting of everyone regardless of race, national origin, religion, sex (including pregnancy, sexual orientation, gender identity or transgender status), age, or disability.

COFOH reserves the right to ask you to leave the show if observed or reported behaviors are not in line with expectations.

I accept this and agree to behave in an appropriate manner.

- Please type or sign your name, typing will be accepted as your signature.
- \_\_\_\_\_

COFOH reserves the right to run a background check upon you at their discretion. I agree to this.

- Please type or sign your name, typing will be accepted as your signature.
- \_\_\_\_\_

Please disclose to COFOH any felonies or charges against you.

- This will not necessarily count against you. This information will not be made public.
- COFOH reserves the right to cancel your acceptance if we are provided with documentation of a criminal nature that you did not disclose to us.
- Please type or sign your name, typing will be accepted as your signature.
- \_\_\_\_\_

Please note, once you receive your acceptance letter, we will communicate with you regarding scheduling details to finalize days, hours, and which area you will be working in.

## Questions?

Do you have volunteer application questions: Contact [volunteer@cofestivalofhorror.com](mailto:volunteer@cofestivalofhorror.com)

Email [bret@cofestivalofhorror.com](mailto:bret@cofestivalofhorror.com) to be added to the email list.

Official Facebook page: <https://www.facebook.com/cofohorror>

Official Twitter page: <https://twitter.com/CCofoh>

Official Instagram page: <https://www.instagram/coloradofestivalofhorror>

Website: <https://www.cofestivalofhorror.com/>