

IIFA CELEBRATIONS TAMPA BAY APRIL 23 – 26, 2014

‘FRIENDS OF IIFA’ VOLUNTEER PROGRAMME

An initiative developed and started in 2007 and a part of the IIFA legacy for the country/region of hosting is the ‘Friends of IIFA’ volunteer program. This is an opportunity for students and professionals of the host destination to get involved and experience what it takes for a weekend of events of this scale and magnitude to be executed.

As a part of the legacy program the majority of the volunteers are recruited from the local universities and colleges relating to educational major’s in subjects associated with the work that the students would be engaging in during the internship/volunteer opportunities with IIFA. Many courses and institutes in the past have recognized this as contributing towards student’s credits to the overall course.

Every year IIFA provides the opportunity to people from all walks of life to come and play a special support role with their team. This group known since 2007 as ‘Friends of IIFA’ is valued members of the team as they work with an in-house crew of over 150 to deliver the largest international Indian film event in a new city every year.

Volunteers are recruited via a screening process to establish certain information about the individuals for both reference purposes as well as suitable placement within the program. The IIFA Weekend volunteer program is split into different areas across the activities & events program. IIFA always endeavors to place people in relevant areas and aspects of the project according to program of study, experience or interests. There are 22 different departments:

Accreditation	IIFA Sub Events
Air Travel	Invitation Management
Artist Management	Film Premieres
Cargo	Media Briefings
Corporate Hospitality	Post parties
FICCI-IIFA Global Business Forum	Project Management
Future Country of Hosting (COH)	PR
Ground Travel	Protocol/Government dignitaries
Hospitality	Security
IIFA Awards	Sponsor Management
IIFA Rocks	TV

'Friends of IIFA'

Recruitment

This year's Friends of IIFA recruitment will largely be done with the help of University of Tampa and University of South Florida with the objective being to give the local students an exposure to an International event.

An e-flyer is created with details of a recruitment which will be posted on the website of both the universities. IIFA management team will attend events and functions where they will talk about 'Friends of IIFA' to engage interest and participation from the students.



The Bollywood Oscars are here. And you can run it.

IIFA is calling for volunteers to be a part of the biggest celebration of Indian cinema & discover the magic, euphoria & extravaganza of cinema, business & culture. The 15th annual edition of IIFA Weekend & Awards will be hosted at Tampa Bay, Florida, this April 23rd-26th.

iifa CELEBRATIONS
TAMPA BAY, FLORIDA | APRIL 23 - 26, 2014

Register
volunteer@iifa.com

IIFA.COM








Volunteer Registration Form



IIFA Volunteer Registration Form

First Name: _____

Last Name: _____

Street Address/Unit/Apt: _____

City: _____

Postal Code: _____

Home Phone: _____

Work/Cell Phone: _____

E-Mail: _____

Volunteer Privacy Statement:

IIFA respects your privacy. We protect the personal information you provide us and adhere to all legislative requirements. We will not provide your name and address to external organizations. If you have any questions or concerns regarding the IIFA Privacy Policy, please write in to BLANK.

If I am selected to be an IIFA Volunteer, I understand that I am expected to be:

Informed

- I shall attend all necessary training sessions to ensure I know what my specific position entails. I understand that I will be working under the supervision and guidance of an IIFA staff member or an experienced volunteer. I will be expected to work both independently and as part of a team.

Friendly

- As a representative of IIFA I will work extensively and in a respectful manner with patrons, staff and other volunteers. I agree to comply with IIFA's policies. I agree to be courteous to everyone I encounter.

Professional

- As an IIFA representative, I will adhere to the Volunteer Confidentiality Policy. While on shift I agree to conduct myself in a professional manner at all times. I do not expect to participate in IIFA events during or after my volunteer shifts as a result of my position in the program.

Committed

- I shall arrive on time for my agreed upon shifts and work diligently with IIFA staff and volunteers. I will be prepared to work long at late hours if required.

Positive

- I will inform the Volunteer Office or my staff supervisor of any problems with my assignment(s) or volunteer experience in order to help foster a fun and positive experience for all volunteers.

In addition to this, I understand that I will need to:

- Arrange my own transport in the event that my shift times are not conducive to public transport
- Pay my own expenses
- Wear the 'Friends of IIFA' volunteer t-shirt and carry my IIFA identification at all times during my shifts
- Use my cell phone in my capacity as a volunteer (for local calls only) and be prepared to pay any expenses arising from its use

In order to be eligible as a volunteer for IIFA, I understand that I must be 18 years of age or older. If I prove to be unsuited to a volunteer position. I understand that IIFA reserves the right to reassign or cancel any or all of my volunteer shifts. I understand that IIFA is not liable for any damages or injuries I incur while volunteering for the organization or one of its divisions.

Please print clearly. Personal information supplied here will only be used to facilitate your participation in this volunteer program and will not be shared with any other organizations.

Signature: _____

Date: _____

Volunteer briefing day

After short listing and selecting the number of volunteers required, the IIFA Management Team & Department Heads will conduct briefing sessions to all the volunteers.

All volunteers will be asked to sign a waiver form-confirming acceptance of the position and for legal formalities of working with IIFA in the capacity of a volunteer.

Volunteer Allocation

Department	No of Volunteers (Approx.)
Accreditation	6
Air Travel	2
Artist Management	30
Cargo	2
Corporate Hospitality	5
FICCI-IIFA Global Business Forum	11
Future Country of Hosting (COH)	12
Ground Travel	14
Hospitality	70
IIFA Awards	110
IIFA Rocks	50
IIFA Sub Events	6
IIFA Film Workshop	4
Film Premiere	11
Invitation Management	7
Media Briefings	2
Post parties	5
Project Management	4
PR	12
Protocol/Government dignitaries	4
Security	26
Sponsor Management	15
TV	12
Total	420

'Friends of IIFA' Uniform

To maintain clear identification and a more presentable look of the volunteers during IIFA, they were all provided special 'Friends of IIFA' t-shirts that were to be worn at all times for the duration they were working.

Certificate of appreciation distribution

A certificate of thanks and acknowledgment for being a part of the 'Friends of IIFA' program will be distributed to all. Distribution dates will be set up on different occasions at central locations in Tampa Down Town for convenience.



'Friends of IIFA' picture from 2011 IIFA event