DENVER FRINGE FESTIVAL

www.denverfringe.org

VOLUNTEER HANDBOOK

WELCOME TO THE FRINGE

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Welcome!

Welcome,
Denver Fringe Festival Volunteer!

The Denver Fringe Festival is returning this June for its sixth year, and it's bigger and better than ever! With almost 70 ticketed shows, 2 free KidsFringe shows, free shows, and pop-up performances at 17 venues in Five Points/RiNo and beyond, it's going to be an exciting and ambitious production. We couldn't pull it off without you and we are so delighted that you will be helping us out! If you are interested in illusion, aerial, theater, dance, comedy, improv, cabaret, or immersive, then you are ready to Fringe! If you like to be where the magic is happening, then you are ready to Fringe! If you want to support a great cause that connects community and the arts, then you are ready to Fringe! If you are just wondering what the heck this whole thing is al labout, then you are ready to . Fringe! We are sincerely grateful for your time and energy.

Esther Varney

Fringe Hub + Volunteer Coordinator

At the Denver Fringe Festival, we believe that the power of performance art can't be overstated, that it's a key component to inspiring thought-provoking conversations and building thriving communities.

Denver's vibrant arts scene is overflowing with talent and innovation. Our goal is to provide more outlets every year so artists have a way to test their work, try new things, push the boundaries. And we want to channel that work into performance venues at accessible prices so that live performance is available to as many people as possible.

Welcome to The Fringe!

Warmly,
Esther

Festival Overview

What is Fringe?

It's unjuried, uncensored, unconventional. It's unexpected, unparalleled and unlike anything you've experienced before. It's diverse artistic voices in all forms of performing arts, and it's accessible to everyone. That is, if we have anything to say about it!

Our History

In 2020, amidst a global pandemic, Ann Sabbah, Founder/Executive Director, launched the first Denver Fringe Festival. From those entirely virtual roots, we have brought together more performers in more venues every year.

Our Mission

The Denver Fringe Festival brings Fringe performance - original, innovative and experimental - to creative venues at an affordable price. We believe live performance entertains, enlightens, and empowers, and that bringing artists and audiences together helps cultivate vibrant, inclusive, safe, resilient and sustainable communities.

The Goals

- Support independent artists in a variety of performance arts
- Make performance arts more accessible and inclusive
- Build community around inspiring live performance

What To Expect

What We Expect From You

Here is what we will expect of you as a volunteer:

- Please be on time for your shift! Your role is vital to the success of the Festival so we need you! If you find that you are unable to work, please let me know ASAP. If it is 24 hours or more before your shift, email me at esther@denverfringe.org. If it is less than 24 hours, text me at (303) 995-9248. (Texting is preferable to calling as I will be very busy and probably won't notice my phone ringing.)
- Check in with the Venue Manager (VM). He/she/they should be somewhere near the DFF check-in table but you can always contact me at any time if you have problems.
- You will receive your DFF t-shirt upon arrival at the venue for your first shift, so be prepared to change quickly and get to business!

- You will also receive a lanyard and volunteer badge. If you are working multiple shifts, please bring your lanyard with you for every shift. I will not have time to make duplicates. Your lanyard identifies you as DFF personnel and also entitles you to join the rush lines for shows.

Chain of Communication

- If you have any questions, comments, concerns, etc. prior to the weekend of the Festival, please email Esther at esther@denverfringe.org.
- Once you have arrived at your shift, most questions should be directed to your Venue Manager.
- During the weekend of the Festival, you may email Esther at esther@denverfringe.org or text (303) 995-9248.
- Please reach out to the Volunteer Coordinator before contacting other staff.

Volunteer Roles

There are a couple of different roles that volunteers can sign up to fulfill at the Fringe Festival.

- ***Postcard Distribution***: Your job will be to spread the word about the Denver Fringe Festival! Think of yourself as a DFF evangelist, really. It is very important that you be comfortable approaching potential Fringe fans and talking up the Festival. Opportunities may include:
    - Picking up posters/postcards from DFF staff in the weeks prior to Festival weekend and dropping them off in the surrounding neighborhoods. Think coffee shops, notice boards, community hubs, etc. We have a list of suggested locations but we welcome your creativity!
    - On Festival weekend, circulating in the blocks around The Hub (located inside Ratio Beerworks at 2920 Larimer St) or in the crowds watching our Free-For-All pop-up performances to put postcards into hands and drum up interest in attending shows..

- ***Usher:*** Your primary responsibility will be patron management. Your Venue Manager (VM) will give you specific instructions but your duties may include:
    - Maintaining the line of audience members waiting to enter the next show and directing badge holders to the “rush line,” located behind ticket-holders.
    - Answering general questions about the DFF. If you receive a question that you can’t answer, send the person to the VM.
    - Handing out programs before shows and surveys/pencils after each show.
    - Confirming registrations for ticket-holders in line if the check-in table gets bogged down. Your VM will let you know if this is necessary.
    - Helping staff to respond in case of emergency.

Volunteer Benefits

01 Denver Fringe Festival T-Shirt

A t-shirt with this year's poster art winner's gorgeous design!

Denver Fringe Festival Badge 02

A badge that will allow you to join the rush line to see shows for free when you aren't busy being a wonderful and appreciated volunteer.

03 Fringe With Benefits Button

Access great specials at local businesses during the Denver Fringe Festival! You can find the most up-to-date list of participating partners on the DFF website.

After Parties 04

You are invited to join us for an After Party each day of the Festival at one of our fabulous venues!

Code of Conduct

Producer, all production cast and crew members, volunteers, and staff must adhere to city, state and federal laws and ordinances, including all Colorado public health and safety guidelines as well as those at your venue. We ask that all participants uphold the standard of the Denver Fringe Festival and treat all participants, producers, artists, staff, volunteers, and audience members with decency and respect.

The Denver Fringe Festival does not and shall not discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, in any of its activities or operations. These activities include, but are not limited to, hiring and firing of staff, selection of volunteers and vendors, and provision of services. We are committed to providing an inclusive and welcoming environment for all performers, attendees, members of our staff, volunteers, contractors and vendors.

Alcohol Policy

- The Denver Fringe Festival's alcohol policy applies to all volunteers and their conduct while on the organization's premises, during work hours, and while engaged in any volunteer activities.

- Prohibited Conduct:
  - Consumption of alcohol while volunteering, including during work hours and on organization property.
  - Being under the Influence when reporting to volunteer assignments or participating in volunteer activities while under the influence of alcohol or any other substance.
  - Sale, distribution, or possession of alcohol on organization property or during volunteer activities.
  - Driving while under the influence of alcohol while volunteering, especially when transporting volunteers or clients.
  - Any behavior while under the influence of alcohol that could be disruptive, disrespectful, or unsafe.

- Consequences of Violations of the Denver Fringe Festival's Alcohol Policy:
  - You will be asked to leave your volunteer shift immediately.
  - Your status as a volunteer of the Denver Fringe Festival will be terminated.
  - Violations may be referred to law enforcement and/or the Denver Fringe Festival may pursue legal action if appropriate.