



74-15 35th Avenue, 6F, Jackson Heights, NY 11372, Office: 718-429-2579

QWFI/QWFF Festival Associate Policy Acknowledgement Form

Welcome to Queens World and to the opportunity to become part of a team that goes the extra mile for our clients: the filmmakers, our audiences, partners, venues, and more. It is important to represent the QWFI/QWFF brand with professionalism. Festival Associates are expected to display empathy and find solutions to ensure everyone has a positive experience at a QWFI/QWFF event.

Acknowledge that you have read, understood, and agree to the policies below with your initials.

_____ Incident Reporting Policy

I understand that in the event of an incident, theft, accident, or events that endanger QWFI/QWFF equipment, personnel, volunteers, or guests I will fill out an Incident Report and submit it to the lead QWFI/QWFF staff on site.

_____ Conflict of Interest Policy

I understand that I am to inform the festival directors of any conflict of interest I may have regarding my participation in a film(s) submitted to QWFI/QWFF, in consideration for screening or accepted by QWFI/QWFF.

_____ Contact with the Media

I understand that I am not to speak at length or give interviews to any member of the media without the permission of the ED or AD and whenever possible, one or the other should be present for the interview.

_____ Non Disclosure Policy

I understand that I may not make public any confidential information relating to QWFI/QWFF finances, internal communications, emails, or any other privileged and private information. Nor will I share contact information or use contact information for any press, audience members, elected officials, sponsors, honorees, filmmakers, or any other person participating in QWFI/QWFF without explicit permission or instruction to do so. I will not appropriate any of the production or programming formats utilized by QWFI/QWFF. Nor will I appropriate any formats or practices associated with any QWFI/QWFF program including but not limited to Selfie Situation, Animation Station, Young Filmmakers Program Model, The Listening Tour, themed curation, host speeches, or any other practices or systems. I understand that all records, documents, and drives are property of QWFI/QWFF and I may not copy any materials without expressed permission from the QWFI/QWFF ED or AD.

_____ Theft Policy

I understand that QWFI/QWFF is not responsible for any lost or stolen items.



QWFI/QWFF Festival Associate Policy Acknowledgement Form

Code of Conduct

Acknowledge that you have read, understood, and agree to the policies below with your initials.

_____ I will refer filmmakers to appropriate submission channels and will not accept submissions.

_____ I will direct inquiries beyond the scope of my role to a QWFI/QWFF representative.

_____ I will not engage in underage drinking or use illegal drugs on my way to or at a QWFI/QWFF event.

_____ I will use appropriate language and refrain from engaging in verbal altercations, outbursts, or use of foul or offensive language.

_____ I will refrain from engaging in physical conflicts with anyone while at a QWFI/QWFF event.

_____ I will give at least 24 hours notification if I am unable to attend my shift.

_____ I will not wear obscene, racist, homophobic, or graphic logos, signage, or slogans.

_____ I will arrive prior to my official start time to ensure that I am fully prepared to start on time.

_____ I will be proactive and seek out answers and guidance to my questions.

_____ I will not be in possession of any QWFI/QWFF equipment or materials when not authorized.

_____ I understand that my festival badge is non-transferable.

_____ I will follow directions and work collaboratively with other Festival Associates, Filmmakers, and QWFI/QWFF personnel.

_____ I will not hard pitch, solicit filmmakers or guests, distribute headshots, resumes, or reels during a QWFI/QWFF Event.

By signing below, I acknowledge that I have read, understood, and agree to all of the rules and policies listed above.

Name Printed: _____ **Signature:** _____

Address: _____ **Email:** _____

Phone #: _____ **Date:** _____