

# BOCA BLACK FILM FESTIVAL

Colorful Black Cinema: Arts & Education. July 2014

351 Congress Ave. #272  
Boynton Beach, FL 33426

To Whom it May Concern:

Re: Volunteer Services & Application

Thanks for your interest in the inaugural **Boca Black Film Festival 2014** to be held July 17 – 19, at the Boca Raton Marriott, in Boca Raton, Florida. We are excited that you are interested in volunteering your services for our film festival. These service hours may count toward community service for graduation.

The workshop registration has been ongoing via our organization's web site, [www.BocaBlackFilm.org](http://www.BocaBlackFilm.org). A tentative Festival Schedule is also available for students, guests and attendees. Our inaugural film festival hopes to provide a platform for educational enrichment alongside panel discussions, master classes and film screenings that highlight cinema art inspired by black filmmakers and artists. Volunteers will be needed in all areas, such as: Marketing, Communications, Technical Support, Hospitality, Event Operations and more .

On Thursday, July 17, we will kick-off with a short screening and welcome reception off-site with a participating educational partner. On Friday and Saturday, July 18 – 19, the Festival's daily registration begins at 8:00 a.m., with a "welcome" at 8:30 am. Subsequently, daily events will begin at 9 a.m. until 12:00 noon. Following the lunch break, sessions will resume from 1 – 5 p.m. each day. Attendees and guests will make their own lunch accommodations on Thursday and Friday, July 17 – 18. And, on Saturday, July 19, we sponsor the luncheon awards presentations. Nightly events are also scheduled.

The daily event schedule begin on Friday, July 18, with informational sessions on Filming in Florida, documentary filmmaking, and an on-site student scriptwriting competition that should be fun and exciting. Additionally, the local Screen Actors Guild will host an afternoon workshop session and an award-winning documentary filmmaker will present the Filmmaker's Toolbox. And, that is just a start.

The Boca Raton Marriott at the Boca Center is located at 5150 Town Center Circle, Boca Raton, FL 33486. It is conveniently located west of I-95 at the Glades Road exit in the southern most part of Palm Beach County. Or, you may take Florida's Turnpike, also the Glades Road exit. The Boca Raton Marriott offers free parking so, guests and attendees may park in any available non-reserved space. Free shuttle and complimentary Wi-Fi is provided to hotel guests.

If you need to make hotel arrangements for overnight accommodations, please contact the hotel directly at 561.392.4600 and request the "Boca Black Film" special room rate (limited availability at this rate). All volunteers will be required to make their own transportation arrangements. We will be providing tea, water, and snacks for our volunteers.

Attached, you will find our Volunteer Services application along with an informational flyer and our 2014 State of Black Cinema infographics to share as needed with your friends and colleagues. A mandatory Volunteer Training is scheduled for the afternoon of Wednesday, June 25. Please adjust your schedule accordingly. I look forward to hearing back from you soon. We are excited about the possibilities!

Creatively,  
Dhima Martin  
Creative Director + Volunteer Manager