



# BARTENDER VOLUNTEER CHECKLIST

Updated 9/2/18

\* Please wear black pants, a white or black shirt (or SLO REP polo/T-shirt), and closed-toe shoes. All volunteers must wear a SLO REP apron or vest (unless wearing polo/T-shirt), provided by the Theatre. Volunteers need to arrive no later than your scheduled start time. If you are running more than 5 minutes late, call or text the house manager. \*

## BEFORE THE LOBBY IS OPEN

- CHECK IN WITH HOUSE MANAGER UPON ARRIVAL** – Verify type of bar (non-alcoholic, beer/wine, or martini)
- Once H.M. has given the ok, get keys to go back to kitchen to start prepping bar

### **NON-ALCOHOLIC BAR:**

- One gray slush bucket for still and sparkling waters, One for sodas, both buckets **topped with light ice**;
- Silver ice bucket with ice;
- 2 bar towels;
- Peanut glass & spoon;
- 2 cans mixed nuts;
- 2 donation jars;
- Platter of Cowboy Cookies (all available flavors)

### **BEER/WINE BAR:**

- 3-4 bottles white wine & 4-6 bottles each bottled beer in one slush bucket, sodas & waters in the other, both **topped with light ice**;
- 3-4 bottles red wine; 1-2 bottles dessert wine
- Silver ice bucket with ice;
- 2 bar towels;
- Peanut glass & spoon,
- 2 cans mixed nuts;
- 2 donation jars;
- 2 pitchers for beer on tap
- Platter of Cowboy Cookies (all available flavors)

### **MARTINI BAR:**

- 3-4 bottles white wine & 4-6 bottles each bottled beer in slush bucket, sodas & waters in other, both **topped with light ice**;
- 3-4 bottles red wine; 1-2 bottles dessert wine
- 2-3 bottles each Vodka & Gin (labeled MARTINIS – on counter or in freezer);
- Flavored syrups (mango & watermelon in slush bucket w/ice);
- 1-2 Bottles Vermouth (in a slush bucket w/ice);
- 1-2 Bottles Olive brine (in slush bucket with ice - use extra bins or bowls for additional iced items);
- Garnish tray (cherries, olives, onions prepped on long toothpicks, each with a few cubes of ice);
- 4-5 shakers with lids and jiggers;
- Silver ice bucket with ice;
- 3-4 bar towels;
- Peanut glass & spoon,
- 2 cans mixed nuts;
- Empty grey bin for dirty martini glasses;
- Grey bin half-filled with water to rinse shakers;
- 2 donation jars;
- 2 pitchers for beer on tap
- Platter of Cowboy Cookies (all available flavors)

- Take all bar items to lobby **on the cart** and set up bar (display items are under the bar); Unlock beer taps if serving alcohol (leave locks in bar drawer); Set out cups for coffee, wine, beer/soda, & mixed nuts

- Count starting cash** in bar drawer (should be \$150) and initial bar sheet next to house manager's initials

- Assist with setting up lobby and patio if all other bar set up duties are completed

- Meet with H.M. & Stage Manager in lobby 5 min. before opening lobby to check run times of show

## WHILE LOBBY IS OPEN (1 hour before show starts)

- Stay stationed at the bar and sell beverages using the iPad – **DO NOT LEAVE THE BAR**

- Call hospitality volunteer or H.M. if you need some more items from the kitchen

## WHILE HOUSE IS OPEN (15 minutes before show starts)

- Continue to sell beverages at the bar

- When H.M. asks, put up the BAR IS CLOSED sign

- DO NOT walk into the theatre or stand by the theatre doors to "check out" if people are in their seats – stay at the bar unless otherwise instructed by the H.M.**

## DURING ACT I

- Stay at the bar until H.M. releases you to set up for intermission**

- Refresh all bar items, get more ice if needed, Empty any trash that is more than half full

- Stay clear of the lobby & theatre doors while show is running** – actors may have fast entrances/exits through lobby

**CHECKLIST CONTINUED ON OTHER SIDE**



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## DURING INTERMISSION

- Stay stationed at the bar, sell beverages
- When H.M. asks, put up the BAR IS CLOSED sign
- DO NOT** walk into the theatre or stand by the theatre doors to “check out” if people are in their seats – **stay at the bar unless otherwise instructed by the H.M.**

## DURING ACT II

- Count cash from bar sales with H.M. at the bar; fill out & sign cash report slip and drawer sheet
- Clean up bar items**
  - Put all items back *exactly* where you found them;
  - Dry any leftover beverages before putting them back in the fridge;
  - Dump all ice in sink and dry the slush buckets/ice buckets/bowls to prevent mildew
  - Get the cart to take all items back to the kitchen;
  - **Restock refrigerators** from shelves in kitchen,
- Wash, Dry, and Put Away ALL dishes/martini glasses/shakers**
- Replace cover on back of bar to hide display items (or ask H.M. to help you), wipe down all bar counters, **empty bar trashcans and replace liners**, turn off any candles/lights around the bar
- Leave vests/aprons in kitchen, collect personal items, **and return any keys to H.M.**
- CHECK OUT WITH H.M. BEFORE LEAVING THE THEATRE**

**CHECKLIST CONTINUED ON OTHER SIDE**