



# BARTENDER VOLUNTEER CHECKLIST

Updated 1/3/19

\* **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, start prepping bar (*See Setup Cards in kitchen*)
- ☐ Take all bar items to lobby **on the cart** & set up display; 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 cash sheet next to house manager's initials
- ☐ Assist with setting up lobby and patio if all other bar duties are complete
- ☐ 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 & snacks using the iPad – **PLEASE DO NOT LEAVE THE BAR**
- ☐ Call Front Door Volunteer or H.M. if you need some more items from the kitchen
- ☐ When H.M. asks, put up the "CLOSED" sign & stop all sales
- ☐ Please **DO NOT** walk into the theatre or stand by the theatre doors to "check out" if people are in their seats – **stay stationed 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

## **DURING INTERMISSION**

- ☐ Stay stationed at the bar, sell beverages & snacks – **DO NOT LEAVE THE BAR**
- ☐ When H.M. asks, put up the "CLOSED" sign & stop all sales
- ☐ **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**

- ☐ **CASH REPORTING:** Count/set aside \$150 from concessions drawer & sign sheet with H.M.; Count remaining cash & fill out/sign cash report slip; Begin bar cleanup once H.M. verifies all cash
- ☐ **Clean up bar items**
  - Put all items back *exactly* where you found them;
  - Dry beverages before putting them back in the fridge;
  - Dump all ice in sink and dry the slush buckets/ice buckets/bowls to prevent mildew
  - Use 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**