**\* 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 (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 (**stock beverages from the refrigerator)**; Unlock beer taps if serving alcohol (leave locks in bar drawer); Set out cups for coffee, wine, beer/soda, & mixed nuts; Set out donation jars

[ ]  Label all wine bottles opened with today’s month and day (i.e. 9/4)

[ ]  **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. 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;
* **Restock refrigerators** from shelves in kitchen;
* Dump all ice in sink and dry the slush buckets/ice buckets/bowls to prevent mildew;
* Discard any wine open for more than two days;
* Rinse, dry, and replace beer tray and buckets

[ ]  **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**