



BARTENDER VOLUNTEER CHECKLIST

Updated 7/30/17

* Please wear black pants, a white or black shirt, and closed-toe shoes. All volunteers must wear a SLO REP apron or vest, 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 waters, One for sodas, both topped with light ice; Silver ice bucket with ice; Peanut glass & spoon, 2 cans mixed nuts
- BEER/WINE BAR:** White wine & bottled beer in one slush bucket, sodas & waters in the other, both topped with light ice; 3-4 bottles red wine; Silver ice bucket with ice; Peanut glass & spoon, 2 cans mixed nuts
- MARTINI BAR:** Wine/bottled beer in slush bucket, Sodas/water in other slush bucket; 3-4 Bottles red wine; Vodka & Gin (not iced); Flavored syrups (mango & watermelon in a slush bucket); Vermouth (in slush bucket); Olive brine (in slush bucket - use extra gray bins or white buckets for additional iced items); Garnish tray (cherries, olives, onions each with a few cubes of ice); Long toothpicks for garnish; Silver ice bucket with ice; Peanut glass & spoon, 2 cans mixed nuts; Grey bins for dirty martini glasses
- Take bar items to lobby on the car and set up bar (display items are under the bar); Unlock beer taps if serving alcohol (leave locks in bar drawer)
- Count starting cash in bar drawer and initial bar sheet
- 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

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 – Restock refrigerators, dump ice in sink, wash ALL dishes/glasses
- Replace cover on back of bar to hide display items, wipe down counters, empty trashcans
- Leave vests/aprons in kitchen, return any keys to H.M.
- CHECK OUT WITH H.M. BEFORE LEAVING THE THEATRE**