**\* 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, provided by the Theatre (unless wearing polo/T-shirt). Volunteers need to arrive by the 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**

[ ]  Go back to kitchen and set up concessions stand: **In black cabinet**

* One gray plastic bin with still and sparkling waters and sodas, topped with light ice;
* White bowl with ice and ice tongs;
* 1 bar towel;
* Donation jar;
* Platter of Cowboy Cookies (all available flavors)
* Tray with chocolate bars
* **Count starting cash** in concessions drawer (should be $150) and initial sheet
* Coffee cups & Soda cups
* iPad with stand (from H.M.)
* Merchandise pricing sign

[ ]  Meet with H.M. in lobby 5 minutes before opening lobby to check run times of show and any specific instructions

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

[ ]  Stay stationed at the concessions stand, selling items through the iPad

[ ]  Clean up any spills in the lobby as they happen

[ ]  When H.M. asks, **set out “Closed” sign and 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 at your post at the concession stand unless otherwise instructed by the H.M.**

**DURING ACT I**

[ ]  Stay stationed at concessions stand **until H.M. releases you to set up for intermission**

[ ]  Replenish concessions supplies as needed; Empty any trash in lobby 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 at concessions stand selling items

[ ]  ***DO NOT*** *walk into the theatre or stand by the theatre doors to “check out” if people are in their seats* – **stay at your post unless otherwise instructed by the H.M.**

**DURING ACT II**

[ ]  **CASH REPORTING:** Count cash from ALL donation jars (including from bar) & record on sales slip (set aside $4 of “seed money” & exclude from total); Count/set aside $150 from concessions drawer & sign sheet with H.M.; Count remaining cash & fill out/sign cash report slip (Tip Jars + Concession Sales = Total Cash); Begin concessions cleanup once H.M. verifies all cash

[ ]  Place signs, cups, napkins, & iPod stand in black cabinet; Take all other concessions stand items to kitchen; Put all items back *exactly* where you found them; Dry beverages before putting them back in fridge; Restock refrigerators from shelves in kitchen if necessary; Dump ice in sink; **Wash/dry/put away any dishes**; Wipe counters in lobby; Empty trash by concessions stand

[ ]  Leave vests/aprons in kitchen, Collect all personal items, **Return any keys to H.M.**

**[ ]  CHECK OUT WITH H.M. BEFORE LEAVING THE THEATRE**