**\* 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**

[ ]  Once H.M. has given the ok, go back to kitchen to begin brewing coffee: 2 pots of Decaf and 1 Regular (1 filter+1 full scoop of grounds+1 **full** pot of water for each pot). Always have a pot ready to catch the coffee!

[ ]  While coffee is brewing, stock and clean all restrooms

[ ]  Sweep lobby, spot mop, empty any trashcans that are more than half full

[ ]  Get the patron manifest and ticket scanner from H.M. and stay stationed at the front door to check in patrons

[ ]  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 front door to admit patrons**. Please use the scanner to scan guests in and check them off of the manifest as well. Go to kitchen to get more supplies for Bar/Concessions should they run out

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

[ ]  When H.M. asks, **leave manifest by front door** and check restrooms for any remaining patrons

[ ]  *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 front doors unless otherwise instructed by the H.M.**

**DURING ACT I**

[ ]  Stay near the front door to catch any latecomers **until H.M. releases you to set up for intermission**

[ ]  Return patron list to H.M.; Refresh coffee bar; brew more coffee if needed (carafes should be at least half full for intermission); Clean/stock restrooms as needed

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

**DURING INTERMISSION**

[ ]  Stay stationed near front or back doors – interact with patrons, clean spills as they occur, remove empty coffee carafes; get more beverages or cookies from kitchen should bar or concessions run out; When H.M. asks, check restrooms for any remaining patrons

[ ]  ***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**

[ ]  Begin clean up of coffee bar, lobby, and restrooms

[ ]  Take all coffee bar items to kitchen, put all items back *exactly* where you found them; dump & rinse carafes – leave open on the counter to dry; refill coffee condiment baskets; clean & fully restock restrooms; empty trash as needed; sweep/spot mop lobby if needed; tidy lobby; put away programs

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

**[ ]  CHECK OUT WITH HM BEFORE LEAVING THE THEATRE**