**\* 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**