

Instructions for Volunteers – Auditorium shows

1. First and most important, thanks for volunteering!
2. There should be a large plastic box with supplies for you to use. If it's not out, please ask a crew member to get it (On Thursday, it may be in the ticket office by the studio theatre. (Tell them it's the large encore box, not the box marked "cast party supplies").). On Friday and Saturday, if it's not out, it will be in the tech room. You should also get the dolly from the tech room. On Friday and Saturday, there will be water and baked goods from the previous night there as well, so bring those out to re-sell.
3. On Thursday night, cover the tables in the hall with plastic table cloths. Leave them there until after Saturday night's show, then throw them away. There should also be napkins in the box to put out.
4. Charge \$1 for everything. Tim Conway will have the cash box. Just get it from him at the beginning of the evening and return it to him at the end.
5. Water: ask someone on crew to take some backstage for the cast and crew, and to the booth. The custodian should leave a large bowl with ice to chill the rest. If not, people will still buy it.
6. Baked goods: If people bring their baked goods in bags, save those in case we need them for storage later. There should be trays or baskets in the crate to put things out.
7. When the show is ready to start, just put another blue plastic tablecloth over the food and water and take the cashbox in with you. (Please save those tablecloths so we can re-use them).
8. After intermission, if you are short of time, just put the tablecloth over everything again, and bag it up after the show. Make sure to save the baked goods for the next night.. At the end of intermission, or at the end of the show, the water and baked goods need to be taken back to the tech room. It's easiest to use the dolly for that. The area in front of the tech room is usually jammed with parents, waiting for kids to come off-stage, but if you ask politely, and keep inching forward with the dolly, you'll be fine!
9. At the end of the show on Saturday night, the leftover baked goods (and water will go to the cafeteria for the cast party. Please leave all the supplies and the box in the office and I will pick it up next week.
10. Finally, and most important, thanks again for volunteering!