

Instructions for Volunteers – Studio shows

1. First and most important, thanks for volunteering!
2. There should be a large plastic box with supplies for you to use. It is in the ticket booth. Also, there should be water and food from prior performances in the theatre office.
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. 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.
6. 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).
7. 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 show.. At the end of intermission, or at the end of the show, the water and baked goods need to be taken back to the theatre office. At the end of the show on Saturday, the leftover baked goods should be given to whomever is hosting the cast party. Please leave all the supplies and the box in the office and I will pick it up next week.
8. Finally, and most important, thanks again for volunteering!