

DRINKS

Soft drink (can)	\$2.00
Phoenix	\$4.00
Beer / Light Beer	\$5.00
Wine	\$6.00

Tea, Coffee and Water available from the kitchen

FOOD

Mini Chocolate Bars	2 for \$1.00
Chips	2 for \$1.00
Lolly Bag	\$2.00
Lollipops	\$2.00
Popsicle (mini)	\$1.00
Mini Magnum	\$3.00

Hot Food available from kitchen

Person 1: The Door List

Pre-Show

- Stand at or near the main entrance, with the door list on hand.
- Tick names of prepaid ticket-holders off as they arrive. You do not
- need to collect their tickets.
- Please direct door-sales to the bar.

Interval

- Assist where required - either collecting drinks and snacks from the lighting booth to restock the bar or helping in the kitchen with teas and coffees (to be assessed on the day, depending on the crowd)

Post-Show

- Check the auditorium - under chairs - for dirty glasses and rubbish.
- Assist with the cleaning of dishes.
- Assist the committee representative with the post-show checklist.

Person 2: The Bar

Note: This role should be taken on by the committee representative. Failing that the bar manager must be over 18 and briefed on our liquor licensing responsibilities

Pre-Show

- Check that there are plenty of bar supplies in the fridges, and on the counter for sale.
- Set up the eftpos machine and cash float.
- Door sale tickets: After payment, give each customer a small ticket, and add to the tally on the clipboard the number of Full Price/Concession tickets sold - and whether these tickets were sold via eftpos or cash.
- Sell food and drinks as required.
- Place eftpos receipts on the till stand provided.

Interval

- Sell food and drinks as required.

Post-Show

- Check that the fridges are fully stocked. Phone/Text Darren (021 259 9856) to report on any supplies that need topping up.
- Fill in the post-show checklist
- Report to the stage manager that the post-show checklist has been completed, and send the front of House staff home.
- Run the Eftpos post-show printout: Menu - settlement – Subtotals - printout

Person 3: Usher / Kitchen

Pre-show:

- Put out the two sandwich boards
- Turn on the urn. Make sure to turn down to minimum heat setting before the show starts.
- Prepare tea, coffee, milk, biscuit plate for interval
- Put water and glasses on the table by the stage
- Set up the pie warmer with savouries
- As customers start arriving, stand by the door with programmes. Seating is by general admission (we reserve the front row for the elderly wheelchairs when requested) - If bookings are high ask customers to move to the edges of rows.
- Ensure that if the air conditioners have been switched on (22 degrees) they are either turned off, or at the very least taken off fan mode, before the show starts (Committee rep can assist with this)

Interval

- • Sell coffee/tea as required. Gold coin donation

Post-Show

- Check the auditorium- under chairs - for dirty glasses and rubbish
- Assist with the cleaning of dishes.
- Assist the committee representative with the post-show checklist.
- Ensure all appliances except fridge are switched off