

Season set by
Jan. 1

COOKIE BOOTH

Kiy William - cell phone

Dress nicely. usher free

Memberships
25.00

Bring a small bag of ice, one bag per night. You may reimburse yourself from the cookie money.

Bring 5 dozen cookies.
 2 seat tags for ushers
 2 seats on the left

ADD Ball-Twork
family to
membership list.
(25.00)

Arrive at the theater at 7:15 pm.

Check in with the person selling tickets in order to have the cookie booth unlocked.

Locate money, count it, and write down the amount.

Put ice in cooler.

At 7:50 one person should go to cookie booth and fill about 20 cups with ice, and place in cooler. Put cookies on tray, lay out napkins, and get sign ready.

Turn off/on lobby lights and close/open curtains at beginning and end of acts.

At intermission, one person should take wood cover off cookie booth, and set cookies, napkins, and sign in window. The other person should begin pouring sodas in cups of ice.

Smile. Take cookie/soda orders and make appropriate change. Prices are: \$.25 per cookie and \$.50 per drink.

When intermission is over, close window, count money and write the amount down, and put money back in money box.

Clean up the area, put cookies away, dump unused open sodas down the drain in the bathroom (feel free to drink any unused open sodas you wish), wipe off anything that

may have soda on it. Throw empty cans in trash and dump water/ice down bathroom drain.

Pull door to cookie booth closed making sure it locks.

Enjoy the show! We request that you stay for the entire performance.

USHER

Arrive at the theater at 7:15.

Dress nicely.

Become familiar with the layout of the theater.

Doors should open at 7:30. Check that theater is cleared of all actors/backstage staff.
Pull curtains back in rear of theater to open the house for seating.

Smile, hand a program to each patron, and offer to show them to their seats.

Should the patron want to sit in a seat other than the assigned seat on the ticket, politely ask them to step to the Box Office to exchange the ticket.

Should the patron have a ticket for a performance other than the current night, politely ask them to step to the Box Office to exchange the ticket for tonight's performance.

Turn off/on lobby lights and close/open curtains at beginning and end of each act.

Enjoy the show! We request that you stay for the entire performance.