

Concession Table Information

*Please arrive at the theater 1½ hours before the show's scheduled starting time.
If you have any questions about what to do or what is on this paper,
please call Mr. Paul on his cell phone (302) 545-8221.*

**PLEASE DO NOT LEAVE CASH BOX UNATTENDED. AT END - PUT ALL MONEY
IN BLUE MONEY POCKET AND BRING TO KIM OR PAUL ON STAGE LEFT
(or give to Justin at the front ticket table).**

When You Arrive

- Go to the tables by the front door, obtain and put on a Paul Klocke Dance Volunteer Lanyard.
- You will be taking care of the food tables at the far end of the lobby. There should be at least two people at the table. There should be food for sale on the table and a cash box. Please do not leave the cash box unattended.
- Please greet people with a smile and make them feel welcome.
- It is possible, if we have any emergencies downstairs, that we may ask you to help with costume changes in one of the dressing rooms downstairs or in the quick change room.
- If any problems arise that cannot be handled, contact Justin Jewell. He will be by the ticket table by the front door.

During the Show

- After the first number starts, life around the tables gets pretty boring. Bring a book to read. You may be asked to help in the dressing rooms with costume changes.
- Someone from our Security should be coming around to collect excess cash and checks to bring back stage. There should be blue pouches to transport money in. If security is not picking up money, please bring it backstage to Kim and Paul on stage left yourself (or give to Justin at the ticket tables). We do not want to leave a lot of loose cash up front in the lobby.
- If you have children performing in the show, please make sure you are aware of the show order so you can go into the auditorium to see your children dance. Note: the doors to the theater will not open while numbers are being performed on stage. Make sure you enter the theater the number before your child dances. In general, at least one person should remain at the table at all times. If all volunteers at the table have to go into the theater to watch their children, bring the cash box to Justin at the front ticket table, and let him know when you will be returning.
- If there is nothing to do, rotate and have one person watch the tables and the cash box while the others watch the show.
- It will get busier at the Intermission and at the very end.

After the First Show of the Day Ends

- Please stay with the tables until the next show's volunteers arrive to take over.

After the Last Show of the Day Ends

- Please pack up all the supplies in the boxes they came in. The boxes should be there by the tables.
- Send someone back stage so we can let you know what to do with the boxes.
- Do not leave the cash box unattended. Put all of the money in the blue money pocket in the supply box and bring to Paul or Kim on Stage Left (or give to Justin at the front ticket table).
- Thank you for all of your help.