



## FRONT OF HOUSE VOLUNTEERS

While JCT does reserve the right sell our own concessions and other JCT related merchandise, at this time, we prefer to give the opportunity to other non-profit organizations in our community. Please note that if you have agreed to provide concessions for any of our productions, that all supplies for said concession sales are your responsibility. You may choose what to sell, and set your own pricing. Concessions are only to be sold during intermission.

All front of house operations are overseen by the JCT Board of Directors. Please contact Christine Dalton directly by email should you have any questions regarding front of house duties or volunteer opportunities. ([christine@jeffersoncommunitytheatre.com](mailto:christine@jeffersoncommunitytheatre.com))

### **CONCESSIONS**

- Please arrive one (1) hour prior to the performance time.
  - 1:00 p.m. for a 2:00 p.m. Sunday performance.
  - 6:30 p.m. for a 7:30 p.m. Thursday, Friday or Saturday performance.
  - Please note that some production start times will vary depending on the venue, so this is subject to change.
- Check in with the Board Member on duty or the show Producer, so that they can unlock the concession room for you.
- Bring in your supplies now so that you are not doing so while patrons are coming through the lobby.
- Set-up your concessions so that you are ready for intermission.
- If the show has begun, you may quietly enter the auditorium and enjoy the first act of the show.
- Upon the end of act one, open the door to the concession stand and sell your snacks.
- On average, intermission is usually 15 minutes (exact duration will be communicated). At two to five (2-5) minutes prior to the show resuming, the ushers will flash the lobby lights several times to signal that it is time to return to the auditorium. This also indicates the end of concession sales.



## **CONCESSIONS (continued)**

- Once intermission is over, please pull down the sales door and tidy up the area. You are allowed to leave your supply of drinks and snacks in the concession area from Friday to Sunday, if you are returning to sell, as long as the area is tidy and food is in a sealed container or package. Please do not leave your money box on the property.
- Lock the door to the concession room. You may either return to the auditorium to watch the rest of the show, or leave the building.
- Please note that if you are returning for another day of sales, and not bringing in any new supplies, then you do not need to arrive as early. However, the theatre doors are locked fifteen (15) minutes after show time. So you will need to arrive before then. Please check in again to have the concession room re-opened for you.
- Concession Item Suggestions:
  - Soda and water, 8 ounce size or less.
  - Candy, individually wrapped packages.
  - Chips or crackers, individually wrapped packages.
  - Cookies, individually wrapped packages or placed on a napkin for purchase.
  - Nuts, individually wrapped packages.
- Concession Item Pricing Suggestions:
  - Drinks, \$.50 to \$2.00, depending on the item and size.
  - Snacks, \$.50 to \$1.00, depending on the item and size.
- Additional Concession Sales Supplies:
  - Money to make change.
  - Ice to cool down the drinks.
  - An ice chest to contain the ice and drinks.
  - Napkins for patron use, and to clean up if necessary.
  - A sales price list to be placed near order window area.
  - A sign with your group/organization name so that patrons know who they are supporting.

*Thank you for your help in making our show a success!*