



FRONT OF HOUSE VOLUNTEERS

Thank you for supporting JCT. We are a non-profit organization that relies heavily on the kindness and generosity of our volunteers. We greatly appreciate your willingness to help with our production. 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)

BOX OFFICE TICKET SALES & WILL CALL

- Please wear dressy-casual clothes or black pants with a white shirt. A JCT t-shirt or JCT show t-shirt is also acceptable. If you are representing a particular group (such as Girl Scouts, Boy Scouts, ROTC, etc.), then that uniform is also considered acceptable.
- 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, in order to obtain the money box and tickets. On average, the box office opens thirty (30) minutes before show time, depending on the crowd and the weather.
- Before the Show:
 - Make sure there is a table set up in the lobby (downstairs at JHS). If there is not one already set up for you, then the Board Member on duty or the show Producer can help you do this.
 - Turn on all the lobby lights if this has not already been done.
 - Unlock the front doors thirty (30) minutes prior to show time, if this has not already been done.
 - Sell tickets according to the show pricing, and distribute will-call tickets as specified by the provided list.
 - Direct patrons to the auditorium (upstairs at JHS) or to the appropriate ballroom if at the Civic Center. Those with disabilities should be directed to the side hallway rather than up the stairs at JHS.



BOX OFFICE TICKET SALES & WILL CALL (continued)

- During the Show:
 - The front doors should be locked approximately fifteen (15) minutes after the show starts.
 - Return the money box and remaining tickets to the Board Member on duty or the show Producer.
 - Quietly move the ticket table(s) to the side, along the wall(s) so that there is adequate room for people to mingle with cast members after the show (at JHS).
 - You may now enter the auditorium and enjoy the show.

Handicap Accessibility at Jefferson High School: If there is a patron that is unable to climb the stairs, an usher or ticket taker may leave their place in order to help them down the hallway into the auditorium. The handicap accessible hallway is to the left of the main stairs, through a door. At the end of the hallways there is a door on the right that enters into the auditorium at the front of the stage. Once you have also assisted them through the doors and with finding a good spot, then please return to your previous position.

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