



## 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)

### **TICKET TAKERS / PUNCHERS**

- 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.
- Check in with the Board Member on duty or the show Producer, in order to receive additional instructions and supplies if necessary.
- Position yourself at the top of the stairs (at JHS). Depending on the type of ticket system used for each production, ticket takers may be required to tear off a stub or punch the tickets when patrons make their way to you.
- Direct patrons in the appropriate direction for the auditorium, restrooms, etc.
- Return any applicable equipment or the ticket stubs to the Board Member on Duty or the Producer, fifteen (15) minutes after the show has begun.
- 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!*