

# Concession Stand Outline for Seussical the Musical

## Arrival Time

On Friday and Saturday the play begins at 7:00, and the first act ends a bit before 8:00, so you will want to have your stand set up by 7:45 at the very latest. If you are attending the play, you will need to have the stand set up by 7:00 so you can go into the show.

On Sunday, the play begins at 2:00, so you will want to have your stand set up by 2:45 at the very latest. If you are attending the play, you will want to have your stand set up by 2:00 so you can go into the play.

## The Stand

The concession stand is set up as you walk into the cafeteria from the auditorium, on the right. Friday night folks should line up two of the very long lunch tables - the ones without the attached benches - to form the stand. Put the rolling cart behind the tables, and the signs on the glass and one on the pillar as you enter the cafeteria.

## The Kitchen

The food water and some plastic table cloths are in the cafeteria kitchen, at the back of the kitchen. If this door is locked you may have to call to have the door unlocked. As the front of house manager - Stephanie Blunt - who to call. There probably isn't a custodian in the building, so it may be the non-emergency police number, (978) 369-1155.

## Setting Up

The drinks, bottles of water, on a rolling cart in the refrigerator just past the ovens. When the ovens are on your left, the refrigerator is on your right. The cart is immediately in front of you when you open the door. Just roll this cart out to the corner with the two long tables positioned end to end. Put the cart between the windows and the tables. Unwrap and put half of the water bottles on the table. We placed them in 3-4 groupings spaced out throughout the table.

We borrowed some baskets from the kitchen. Please don't borrow anything without remembering where to put it back. And don't borrow bowls or dishes unless you plan to clean and return them by Monday before school starts, we did not seek permission to use them. The baskets are on a tall rack just inside the loading doors to the kitchen.

Take half of the snacks from the kitchen open the packages. Place the snacks in groups or in the baskets, and place them throughout the table. Keep extra snacks on the top of the rolling cart, you are probably going to need them. (Keep packaging for left overs.) Once the snacks and water are in place on the tables, cover it all with the plastic table cloths.

## Cash Boxes

Cynara Wu will bring you a cash box, with small bills to make change, 45 minutes into the show. Everything is \$1.00, so it is really simple. You should ask Stephanie Blunt, at the ticket and swag table for a second cash box. You can get it from her just before the show starts. She will leave their money in the cash box, you just need to return it to her with the same amount of money that was in it when she gave it to you. If you are not the last shift, give her your large bills as the small bills will be helpful for the next shift. Space the cash boxes out along the table so you can reach as many customers as possible.

Once the sale is done give the front desk cash box, with the amount of money that was originally in this box, back to Stephanie Blunt. Put the money from the first cash box into the one Cynara gave you and give it to Cynara, don't leave the cash boxes unattended.

**Running the Sale**

You should be at the table before the last song of the first act is complete. People will be at the concession stand immediately. You will want all of your crew in place because the sale is fast and furious! It is a busy burst and then it's over. But the kids like it and it's not hard if you are ready for the customers! I recommend an adult at each cash box, who can quickly make change for larger bills.

**Closing Down**

For Friday and Saturday: Once the sale is over, pack up the left overs and return them to where you got them in the kitchen. Water cart goes back into the refrigerator, snacks and folded table cloths go the kitchen, and baskets go back on the rack if you used them. Throw away trash and make sure concession area is tidy. Leave the signs up for the next shift.

For Sunday: As the last shift, please put any remaining snacks and water on one table with a sign saying it is for the Cast Party (print page below). There is a bag of paper towels and cleaning products, you can leave this with the left over snacks and water. Take the signs down, throw away trash and return the rolling cart and baskets to the kitchen. Leave the concession stand area clean.

PLEASE

SAVE

FOR

CAST

PARTY