

Merchandise Directions

Materials Needed:

- Money Box
- Keys for the Cases

Before the Show	• Should plan to arrive 15 minutes prior to the lobby opening. • Check in with the Box Office for the money box and display case keys. • Sell merchandise (prices are indicated on the signs) • Maintain records of sales
During Intermission	• Resume selling merchandise.
End of Show	• Remove and replace garbage bags (locations identified) • Sweep the lobby

**People to Contact
for Help:**

Box Office Lead or Volunteer Coordinator



Thank You For Volunteering!

