

Parking Lot Directions

Materials Needed:

- Traffic Cones
- No Parking Street Signs
- No Entry w/out Sticker Sign

Before the Show	• Plan on arriving about an 1.5 hours before the show. • Check in with the box office and then begin setting up signage. (See reverse side for placement.) • If it's dark outside, wear a visibility vest from the restroom area and hold flashing wands from the box office. • Reserved parking in the lot is strictly for those with handicapped stickers/plates and authorized parking passes (cast, crew, staff, etc.). • Prioritize filling the back of the lot with cast, crew, staff, and volunteers. • No parking in the roundabout or along the yellow-painted curb on the street. • If arriving more than 30 minutes before the show, direct people to the shuttle service between Dick's and JCPenney at Southpark Mall. • Use this script for turning people away: "This is reserved for handicapped parking only. We suggest parking at Dick's and JCPenney, take shuttle, or try street/pavilion parking. The overflow lot near WQAD is an option." • Consult for help before creating extra parking spots if lot is full. • 5 minutes before the show, allow last-minute stragglers to use any available spots. • Ask bus drivers about remaining buses 15 minutes before show time; last bus usually arrives on time.
During Intermission	• You're welcome to take the signage down whenever you want. If you're thinking of staying to enjoy the performance, then intermission is a great time to take down the signs.. Feel free to watch the show at no charge - we'd love to have you!
End of Show	No responsibilities.

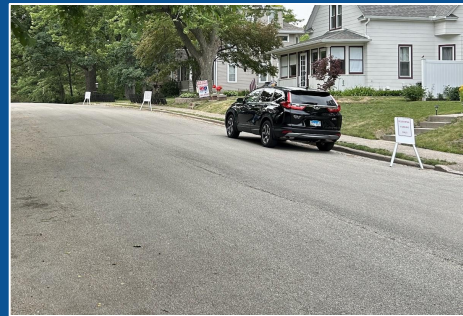
People to contact for Help:

Volunteer Coordinator, Box Office Lead, Board Member, President

Signage Placement



Park 16th St & 33rd Ave Corner



Along the North side of 34th Ave



Prospect Point Condos Entrance



Park 16th St & 34th Ave Corner

Folding Signs- Please put them so they point to the theater on the two corners of Park 16th St and 33rd Ave.

Tri-Leg Signs- Please put at condominium entrance and along the north side of 34th Ave spaced nicely.

Caution Cones- Please place along the outside corner of Park 16th St and 34th Ave along the yellow curb.

Stop Sign- Please place at the entrance to the lot between the lanes of traffic. "Stop" facing entering traffic and "Slow" facing exiting traffic.

Barricades- These are only used for Invited dress nights to block the front section of the parking lot to allow room for buses.