

Front of House Duties

Kitchen

Fill urn and heat water;

Clean and fill milk jugs (enough for the audience);

The following to be placed on the trolley to be wheeled out to refreshments area immediately at intermission:

- Table cloth;
- Forks (if cake);
- Plastic plates.

The following needs to be prepared and put on sideboard just prior to show:

- Coffee, tea, milo and sugar l bowls;
- Serviettes;
- Stirring sticks;
- Plastic spoons for coffee, tea, milo and sugar;
- Place-cards for tea, milo, coffee etc;
- Paper cups for coffee

Following intermission:

- Place all items on the trolley and wheel to the kitchen;
 - Wash and dry any items;
 - Tidy the kitchen;
 - Wipe down kitchen surfaces
-

Reception

- Place curtains on entry walls and place swathe curtain above front entry door;
- If available, place Mercury Theatre signs up and decorate entry;
- Install and arrange (table cloth etc), raffle prizes and tickets table with signs for ticket prices and items sale prices etc. and chairs;
- (NB. If cold drinks, ice will need to be obtained with an esky);
- Ensure till is/are available with cash float/s (liaise with the treasurer);
 - (a) One person on check-in (ensure they have Trybooking app on phone) and controlling flow of seating (ie. those who have already paid to go to seating; and those to pay to go to reception),
 - (b) one person receiving money and,
 - (c) if possible, another to sell raffle tickets and items for sale;
- Following the show, all items must be packed away;
- If washing required, ensure this is done prior to the next show;
- Ensure the floors are clean/swept.