

WINE BAR

CHECKLIST

ON ARRIVAL and BEFORE SHOW

1. Check-in with FOH Manager; read any special instructions and the fire instructions; listen carefully to FOH Manager's briefing to all staff; liaise with FOH Manager if you are sitting in theatre as a Duty Usher
2. Turn lights on and prepare serving areas
3. Wine Bar staff to wear black aprons provided over dark clothing as per current convention. Volunteer badges may be pinned to the aprons.
4. Check off bar float and get FOH Manager to sign off any discrepancies
5. Restock fridge supplies if needed.
6. Check bar prices are set at the correct values (ie not Happy Hour prices). Familiarise yourself with the prices of various items (eg different beers)
7. Ensure there is a small supply of programs to sell at the bar. (Put aside in a marked cup any program money taken and give to the FOH Manager to go in the Program float.)
8. Open up wine bar
9. Put any used glasses upside down in the black rack on the right end of the bar. (Replenish paper toweling underneath as required.)

DURING the SHOW

1. If not sitting in theatre as a Duty Usher, tidy up and restock supplies in storeroom— but only if this can be done quietly. Make sure minimal conversations are carried out in bar area - sound travels.
2. Assist in clearing up foyer areas.
3. If it's a large house and a lot of wine glasses have been used, it may be necessary to put a load of glasses (and cups from Coffee Bar to fill up) through the dishwasher.
4. KEEP NOISE TO A MINIMUM IN THE FOYER.

AFTER INTERVAL

1. If not sitting in the theatre, put dirty glasses in the dishwasher. (The black tray— with glasses in it upside down—can go directly into bottom shelf of D/W—35°wash.)

AFTER the SHOW

1. One volunteer should continue serving up to ½ hour after show comes down. (However, if it's a smallish house, the FOH Manager may decide to send bar staff home and to run the bar her/himself.)
2. Use plastic wine glasses after the show; NOT the glass ones.
3. Continue to use the Wine Bar float until ½ hour after the show comes down (one hour on Opening Night).
4. If Stage Manager wants to continue having the bar open, then yellow bucket float to be used.
5. If not already done after Interval, put dirty glasses in the dishwasher. (Black tray— with glasses in it upside down—can go directly into bottom shelf of D/W—35°wash.)
6. Close wine bar
7. Note with FOH Manager any stock needing to be reordered
8. Clean up area/equipment/surfaces, restock fridge
9. Assist in clearing garbage bins. Recycled rubbish is emptied from black plastic bag into the Recycle hopper; black plastic bag then put in other hopper.
10. Sign out & return your badge.