

## **Blanket Booth Procedures 2010 August Matinee Trial**

**Season Chairs: Cynthia Bennett 535-2528 (home) 324-8371 (cell)  
Kay Lynne Sherman 951-2763 (home) 482-3992 (business)**

### **ARRIVAL**

- **Arrival time is 1:00 p.m. (Be sure to allow time to park.)The house opens at ~1:15 p.m. and play begins at 2:00 p.m.. These times move up one-half hour on August 10th so you will need to be there by 12:30 p.m. NOTE: Two major procedural changes will be taking place during this trial run. First, you will be working alone so be sure to be punctual. Second, you will be returning promptly after the play to pickup, fold, and restock our bins in the storage room (location of the storage room to be announced asap).**
- **Enter the Bowmer Theater through the main entrance and turn left to the small booth with the half-doors. Please wear your Soroptimist t-shirt. If you have forgotten to wear your t-shirt, please wear the apron kept in the right-hand drawer. Great PR for the club!**
- **Get blankets from the storage area in the lobby of the Bowmer and bring them to the booth.**
- **The start-up cash bag will be brought to the booth by the staff. Unlock the bag using the key found in the envelope in the right-hand drawer in the booth.**

### **SETUP**

- **Quarter and \$5 BANK can be found in start-up cash bag. This is a bank for quarters and \$5 only when needed. For each roll of quarters you buy from this bank, leave \$10 in paper money in this bag. Likewise, if you took four \$5s, you would replace this value with a \$20 bill. Put this bag inside of the start-up cash bag at the end of the night. Let monthly chair, Georgina, know when quarters are getting low (<3 rolls) or \$5s (<\$20 worth of \$5s). The money in this bag is NOT to be considered as part of the start-up cash for the next performance. It is separate from the start-up cash and separate from the deposit.**
- **Place price sign on the half-door counter.**

- **Arrange the starting cash in the cash tray. There should be \$200 in startup cash. If the count is off, make up for it when you replace the cash after you close the booth.**
- **Be sure to remind patrons to leave the blankets on their seats after the show. Ask patrons for smaller bills if you are not too busy. This will give you more small bills to make correct startup cash at the end of the night. Have fun!**

## **CLOSING**

- **When the play begins, you will FIRST count out cash for the start-up bag.**
- **\$130 in fives and tens \$ 50 in ones \$ 20 in quarters=\$200 total**
- **Make sure there is \$200 in the separate quarter/\$5 bank. Place the bank in the larger startup cash bag. Lock the bag, and place the key in the large envelope in the right-hand drawer. The remaining money will then be counted for the deposit bag. Make sure you double count the deposit for accuracy.**
- **Deposit slips and manila deposit envelopes are in the right-hand drawer in a large envelope. Make out one deposit slip and put it into the deposit envelope along with the day's receipts. Place any coupons received in the large envelope. Record the amount of the deposit on the calendar (in the right-hand drawer). Write in the number of coupons you collected. Initial your recorded information.**
- **Take the startup cash bag back to the Group Sales Office to be held for the evening performance at the Elizabethan Theater. Take the deposit envelop to Key Bank on Main Street across the street from the Varsity Theater. The night drop is to the left of the front door.**

## **WRAP-UP**

**\*\*\*\*\* IMPORTANT\*\*\*\*\***

**Unlike the procedures for our Pillow Booth in the Elizabethan Theater, the person working the matinee must return immediately after the play ends (see times listed on the calendar in the booth) to pickup the blankets which have been left in the seats in the theater. Fold, and restock the storage bins in the storage room.**

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**If you have any problems, observations, or suggestions, call Cynthia or Kay Lynne.**