

Café Duties: Please arrive 1 ½ hours before curtain

BEFORE THE SHOW

- Start the coffee, decaf and regular, and put in the carafes when made.
- Fill pot with hot water and plug into outlet at the café.
- Make sure the refrigerator is stocked with water, soft drinks and beer.
- Put the chilled wine (there may be some in the café refrigerator- check there first) in ice bucket and display at café. Put red out as well (not chilled).
- Check and stock the supplies: forks, spoons, creamer, sugar, stirrers, plates, napkins, cups for coffee, cups for wine, hot chocolate packets, tea bags, etc).
- Display chips, fruit snacks, pub mix and any other pre-packaged snacks in baskets.
- Cut and display (covering with plastic wrap) cake and/or pie.
- Familiarize yourself with the prices of items.
- Get cash box and count money.

DURING INTERMISSION

- Sell, sell, sell!
- Put cash box in box office

AFTER INTERMISSION

- Either during the beginning of the 2nd act (quietly!!) or after the end of the show, please clean up the café, putting away the leftover items and washing the dishes.