

CTPO Concessions Report 2015-2018

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Before all upcoming shows:

-Request tables for concessions. If in CPA, contact either Julie Ann Robinson or Dr. Tarjan's Administrative Assistant (V Show and Musical)

- If show in Drama Room, there is a square table available. Confirm with Julie Ann or the Staff Director.

- Purchase tablecloths. Use older tablecloths (There should be some in the bin) to cover concessions during shows.

- Purchase candy/snacks/water

Prior to 2017-2018 all supplies were purchased at Costco. In 2017-2018, the assortment changed at Costco, so many supplies were purchased from Amazon.

For V Show, water is usually donated by Sunset. Part of water is used for cast pizza dinner. Confirm with Tarjan's office and ask to have moved to Ticket Booth for weekend sales. More water will need to be purchased.

Sales receipts/details of purchases are included in the binder.

Keep in mind that the Musical will be at South in 2019, so you won't want to have a lot of extra candy after V Show.

- Prepare Cash Box

-Submit request for cash box money to Treasurer at least one week before show. Form is on CTPO website.

- Create Sign Up Genius for volunteers. Copies of all sign ups from last 3 years were transferred to you. Hopefully, you will be able to update dates and reuse...or use these a guideline for timing of volunteer slots and number of volunteers.

- Confirm with Joel Monahan about timing for getting into CPA to set up.

- Help with Ticket Sales:

Confirm with Director(s) if parent volunteers are needed for ticket sales. Usually only needed for Drama Room Shows and CPA Shows other than V Show and Musical.

Be sure to keep money/cash boxes separate if parent volunteers helping with ticket and concession sales.

Laurie and I are both available to answer questions. Feel free to call or text about anything.

Susan (847-721-7860)

Laurie (847-212-4054)

GOOD LUCK!