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| *Before the show.* |
| Please arrive about an hour before the show is due to start to allow sufficient time to get ready. Check in with the FoH Manager on arrival and let them know if you are first aid trained. |
| Turn on the lights, which are beside the door to the cellar/store. The keys to open the hatches and the cellar door are in the key safe, the combination to which is 1973. |
| Open the hatches and turn on the fridge lights, which are at the bottom of the glass doors. |
| Put both parts of filter and plug into the dishwasher – they only go one way – and turn it on, by pressing the power button (green light.) It takes about 20 mins to warm up sufficiently. |
| Add water to the ice machine by using the pink jug. (Lift the ice basket to check the level.) Fill up one ice bucket and place on bar.  |
| Check bar and tables are clean and chairs are suitably arranged. If necessary, run a cleaner over the floor, or ask a steward to do so. |
| Check the til is working. It should just come to life when you touch it! If not turn off and back on! |
| \*If being sold by the bar. Unlock the ice cream freezer. Keep key safe for locking back up later! |
| Aim to sell interval drinks BEFORE the show starts for an easier interval. |
| Once the audience are all seated collect up any used glasses to wash. Press the other button to start the wash cycle, which only takes about 3 mins. Stack dirty glasses in the basket in the sink please. Use the red sponge dish to remove lipstick. Place hot, washed glasses on the draining board before putting away – please check again for lipstick!  |
| We are a cashless theatre, but if the electronic tils stop working there is an emergency float in the cellar on a high shelf. Occasionally, it may be easier to accept the correct cash from a person, rather than wait for them to attempt to find someone with a card. In which case, the cash can be added to the emergency float at the end of the evening. |
| *During the show.* |
| Wipe down bar and tables and rearrange furniture if necessary. |
| Restock the fridges and crisps etc. 10 mins or so before the interval is due to start set out the pre-ordered drinks. Half fill second ice bucket and place it, with some tongs, on the long surface above the new cupboards with the pre-ordered drinks. Top up the one on the bar as appropriate. |
| *After the performance.* |
| Serve drinks to cast, crew, audience at your discretion, but generally up to an hour after the show has ended, or up until 11pm, whichever is sooner. Meanwhile, restock everything and wash and put away all glasses. (Check none are left in auditorium.)  |
| At the end of the night, remove plug and filter from glass washer and turn it off. Turn off fridge lights before locking the hatches and locking the ice cream freezer. Empty the ice buckets. Tip empty recyclables into large grey bins. Close and lock cellar door and return keys to key safe. |
| If the fire alarm goes off, check with the FoH Manager it is not a false alarm, if not, assist as directed.  |