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Door Volunteer Procedures

AS220

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Door Volunteer Procedures

- 1) When signing up for a door shift, please be aware of the time you are needed at the door. The time posted on the calendar is when you should be ready to start taking money, so be a few minutes earlier than what is posted.
- 2) Be sure that the Red kiosk is close to the door, enough to let people in but close enough so that people don't walk in without seeing you to pay.
- 3) Keep track of who is coming in at the door in conjunction with the end of night tally sheet in the blue binder. Try to keep a count of who pays the admission, who paid with band tickets, and the number of volunteers coming to see the show.
- 4) If working a three act evening, confer with a manager as to when to bring the admission price down from the usual Five to Three dollars. Usually, it makes sense to bring the price down just before the last band is ready to begin.
- 5) If working a two act night, the price, usually Three Dollars, should remain the same all evening.
- 6) Be aware of any drunk or troublesome individuals, paid or not, and alert a cafe person or manager. You will be briefed as to some individuals who are not allowed in the space for any reason.
- 7) If someone comes to the door and says they are a volunteer, usually, they are trustworthy enough to let in, but if you have any reservations, don't hesitate to call a manager or cafe person over to confirm.
- 8) AS220 Members have a nifty yellow plastic card to show or will give you a yellow free admission pass. The card holders get \$1.00 off of the admission price.
- 9) At the end of the night, make sure that the money is counted and tallied in the binder. All of the info that you should write in is fairly explanatory on the sheet, but once again, if there are any questions, ask whoever takes the pouch at the end of the night for help.
- 10) The door pouch starts at \$60 to make change, so when counting the proceeds, remember not to include this \$60 in the final door totals. Someone will tell you at the beginning of the shift if there are any special circumstances, (special guest lists, ticket giveaways, etc.)
- 11) Doing one shift a month gets you into any regular AS220 event for the month and you also get a free drink at the door, (gun soda, coffee, tea, Bud or Redhook). If called at the last minute for a shift, you get two free drinks.