

GRAND ISLAND LITTLE THEATRE
POLICY FOR HOSPITALITY COMMITTEE

As Grand Island Little Theatre wishes to make attending the productions of Grand Island Little Theatre an enjoyable experience, it shall be the policy that:

1. Anyone serving as an usher and/or working at the concession stand shall be dressed in business casual attire. Ushers must be at the theatre and ready at 6:45 Friday and Saturday and at 1:15 on Sunday. Ushers must be available to assist concessions at intermission.
2. Families are encouraged to usher. It is the parents', responsibility to make sure that their children are conducting themselves in a respectable manner and are able to fulfill the duties of ushering.
3. Seed money for the concessions stand will be available from the Treasurer (\$100) prior to each show.
4. All money received shall be locked in a specified place in the Office clearly marked as Concession Money.
5. All edible supplies shall be stored in a designated area. Coke supplies shall be stored in the wings of the theatre during the run of the show.
6. At least four ushers are needed during each performance. There should be two ushers at each door with one handing out programs and the other taking ticket stubs'. Once the doors of the theatre are closed, ticket stubs must be taken to the Box Office for a count.
7. It will be necessary for volunteers to pay for their food and drink. Leftover cookies at the end of each week maybe given to cast, crew and volunteers' at the discretion of the Hospitality Committee Chair.
8. Food, drink, containers and food wrappers are not allowed in the theatre.

Recommended by Production Council January 26, 2010
Approved by Board of Directors February 1, 2010