

Dance Concession Prep & Duties by Position

Finance Officer

Dance Concessions Lead

Stocker

Shopper

Sign-up Manager (Scheduler)

Opener - Saturday/Sunday mornings

Closer - Friday/Saturday/Sunday evenings

Concessions Setup Fridays

November:

- Check w/ Lucas, Melissa for Competition dates for January - May

6 weeks in advance:

- Write P.O.s, submit and await approval
- Contact Papa Johns, Chick Fil A, Hungry Hobo (dates, idea of orders, details, cost)
- Discuss Pop with Nate (pepsi sales) and get cooler delivered, arrange drop point
- Request dates to use facilities with school food service, request supplies upfront
- Request key from maintenance - for elevator
- Email Don Lawrence (maintenance for use of flat bed cart and rags for each date)
- Find websites for every comp - save & check dates/times closer to event w/ Sign Up
- Ensure all machines are in stockroom, ready for use

3 weeks in advance:

- Check dates/times for comps - plan sign up geniuses, staffing needs, concessions hours based on the competitions.
- Create sign up geniuses, send out sign up once this week
- Inventory (do w/ Shopper first time so they know what supplies to purchase)
- Check pricing and supplies at TPC and Sams
- Let Activities office know dates for comps, plan for cash box, plan for getting cards to pay at Sam's & Hyvee w/ Lead
- Begin assembling Concessions Info Binder
- Set pricing, menu w/ Finance Director
- Create sheets for making hot food, coffee, etc.

2 weeks out:

- On Friday, order pop with Nate for delivery next Tuesday
- Send out Sign up Geniuses twice this week
- Finalize details for running concessions

Week of Competition:

Monday:

- Request Cash Box from Sara Derby

- Request between 800-900 dollars
- \$400 ones
- \$300 fives
- \$300 tens

- Confirm Chick-Fil-a numbers/times
- Confirm Papa Johns numbers/times
- Email Lucas/Melissa/Sara Derby about pop delivery info
- Email reminder to Rebecca Allen for cafeteria supplies/use of grab and go
- Inventory items in supply closet

Tuesday - Wednesday:

- Work on Event Folder, General info sheets
- Send Melissa a revised concession offering/prices
- Confirm Hungry Hobo numbers/times
- Contact Directors (Trent) about sign up genius concerns/questions

Thursday:

- Email/tell Sara Derby for reminder of Cash Box
- Get Sams Card, SamsCredit card and Hy Vee Card
- Make sure you have all needed POs (and copies for the info folder)
- Shop at TPC, Sams, HyVee
- Deliver Supplies to school Stocker helps unload into building
- Stock pop machine if event starts on Friday evening (get activities fridge key from Melissa)
- Print Info Sheets, Pricing Guides
- Assemble Yellow Concessions Info folder

Friday:

- Text Don Lawrence reminder for flatbed cart, table, and rags request/time
- Set up concessions area - find a person who can come by 2pm and stay for 3 hours
- Take pictures of grab & go for closing on Sunday
- Use flatbed cart to move all needed supplies from BFAB closet to Concessions
- Get Cash box from Activities office/ Sara Derby
- Get Activities Pepsi cooler key from Melissa to keep for the weekend
- Print the sign off genius so you can sign people in for shifts

Weekend of Competition: On Call all weekend. Fill any open shifts. Fill any missed shifts.

(Directors will help with this, but some will be concessions lead too). Mentally, plan to make a run to TPC or Sams 1-2 different times on a weekend for more supplies. (Can ask shopper to help)

Friday: Begin setting up concessions between 130- 2pm. Sales typically start at 430 pm.

Closing typically happens around 830pm. (It can take 30-60 minutes to clean once closed)

Saturday: Opening shift typically begins at 7am w/ sales starting at 7:30 am. Food deliveries typically come first around 10: 30 am w/ lunch serving ready by 1045am. Closing around 8-9pm.

Sunday: Opening shift typically begins at 7am w/ sales starting at 7:30 am. Food deliveries typically come first around 10: 30 am w/ lunch serving ready by 1045am. Closing around 6-7pm.

****It will take about 90-120 minutes to close up and take everything back to storage. Sometimes you have to empty the pop cooler too. That will take even longer. If you have another event the next weekend, do inventory as you close up Sunday.

Finally: **Count all money, submit to Activities Office** - w/ Finance Officer