

LEAD ROLE: Flowers Lead – Current description not complete. Can contact previous Flowers Lead for additional information and seek advice from Parent Producers

Summary: Responsible for obtaining or creating flower bouquets to be sold before shows and at intermission (typically there are small, medium, and large bouquet options available for sale). Determine sales prices with Parent Producers. Responsible for managing the table that sells flowers at the shows. Decorate table to fit the theme of the show. Coordinate with Lobby Display Lead for decoration themes. Ensure that all Flowers Sales volunteers are reminded of their shift times prior to all shows and train them when they arrive for their shifts. **Sales people must be 18 or older and responsible for collecting cash.** Count money after intermission, fill out cash box paperwork, and give cash box (with cash and paperwork enclosed) to Lobby Manager. **Arrive 60 minutes prior to shows.**

Responsibilities	Deadlines
Establish bouquet pricing with Parent Producers	
Remind Flowers volunteers of their upcoming shifts (Parent Producer Volunteer Coordinator will send out a reminder a few days prior to each shift, but you may want to remind them, as well). Parent Producer Volunteer Coordinator will supply you with a contact list for volunteers.	1 week prior to first show
Ensure volunteers have arrived one hour prior to show time and train them for their job. Be prepared to call volunteers who have not shown up and to potentially fill in for missing volunteers. Inform Parent Producer Volunteer Coordinator of anyone who does not show up for their shift without giving prior notice.	1 hour prior to all shows
Receive cash box from Lobby Manager at beginning of each show. Ensure starting amount of cash is correct (see label on inside of cash box lid for starting amount and denominations).	1 hour prior to all shows
Have the volunteers count money at the end of intermission, fill out cash box paperwork, and give cash box (with cash and paperwork enclosed) to Lobby Manager.	Intermission of all shows
At the end of intermission, have the volunteers clean up and store supplies for use at next show. Do final clean up of everything at intermission of final show.	Intermission of all shows
Get reimbursed for any items you purchased. Forms at wgpab.org under “Resources” page. Attach receipts.*	ASAP. Need Parent Producer signature on form.

* Get budget information from Parent Producers

Tips: