

LEAD ROLE: Flowers Lead

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. Coordinate with Lobby Display Lead for decoration themes/colors for table cover and signage. Ensure that all Flowers Sales people 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	5 weeks prior to first show
Start pricing flowers and ask whether flower prices are likely to change in the next month	4 weeks prior to first show
Remind Flowers Sales people of their upcoming shifts (Parent Producer Job Coordinator will send out a reminder a few days prior to each shift, but you may want to remind them, as well). Parent Producer Job Coordinator will supply you with a contact list for Flowers Sales people.	1 week prior to first show
Purchase materials for use in bouquets (if creating bouquets), including wrap and ribbon.* Depending on how hot the weather is, a few trips to vendors may be needed to ensure freshness of flowers. Otherwise, purchase different-sized bouquets for sales at shows. For both options, need buckets of water to keep flower arrangements in.	Within a few days of first show
Create flower arrangements the night before the first show (if creating bouquets).	Night before first show
Ensure Flowers Sales people have arrived one hour prior to show time and train them for their job. Be prepared to call Sales people who have not shown up and to potentially fill in for missing Sales people. Inform Parent Producer Job 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 Flowers Sales people 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 Flowers Sales people 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 <a href="http://wgpab.org">wgpab.org</a> under "Resources" page. Attach receipts.*	ASAP. Need Parent Producer signature on form.

- Get budget information from Parent Producers
- Tips: Previous Flowers Lead purchased flowers through Greenleaf Wholesalers and from United Wholesale Flowers. You must have a wholesale license to use these vendors.