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**MUSIC DRAMA EVENING**

**CRIB SHEET**

Charity number 1004467

FOSWGS offers to sell refreshments at concerts and plays if they have sufficient volunteers.

1. Get the dates and details from the Music/Drama department.
2. TENS LICENCE - Applying for an alcohol licence is the responsibility of the school managed via the Finance Office. It is always worth double checking 3-4 weeks ahead of the event to ensure the application is under way. The licence will be left at the school reception desk to be displayed at the event.
3. POSTERS/ PROMOTION – There are some templates we use for these events in the FOSWGS cupboard near reception – otherwise templates can be accessed via the website. There is a standard charge list that we have developed: Wine/Beer & snack £3, Cordial/fizzy drink cup & crisps £1, tap water free. Always show our Charity number on posters and posts. Ask the Head’s PA to share any messages on school comms if necessary. We have Facebook, the website, Twitter and Instragram.
4. VOLUNTEERS - Put a request for helpers on Classlist about 2-3 weeks before the concert with a couple of reminders to follow up if helpers aren’t instantly forthcoming
5. ACCESS TO THE FRIENDS STORAGE - Confirm that you will have access to the Storage cupboard in the Maths block on the day/night - glasses and drinks is situated. The FoSWGS keys are stored in the drawer at reception or ask a member of staff to help. The Groundsman/Caretaker has the master keys so make sure all the relevant doors and opened and closed for access and security. You also need to ask for the numeric code to open the door to the building itself.
6. STOCK – check the amount (and expiry dates) of wine, beer, cordial, fizzy drinks, snacks and sparkling water in the storage cupboard. Generally we have 3-4 cordial, 6 bottles each of red and white wine (usually Sauv blanc & Cab Sauv), 8 bottles sparkling water, 2 x 48 packs of crisps & 2 x 48 packs of Love Corn snacks or equivalent – per performance. Don’t forget we will need recyclable/eco disposable 200ml cups to serve the drinks – so check we have 200 in the cupboard.
7. CASH FLOAT - If you need a cash float, please contact the treasurer/chair two weeks before the event. They will leave it at the finance office and a member of staff will have it on the night.The key for the float is of the FOSWGS key ring. At the end of the evening, either give cash box to a member of staff who will make sure it is left at the Finance office for the treasurer to collect. Or, if you have supplied the float, count the takings and transfer proceeds electronically to the FOSWGS account. Be sure to email the treasurer notifying him of the amount of the transfer.
8. TOKENS – we have templates for drink & snack tokens and we either print and cut them up ourselves or the department will do it for us. Always ensure that there is an expiry date printed on the tokens.

ON THE NIGHT –

For most performances, drinks are served in the foyer of the dining hall during the interval. As the interval is limited to about 20-30 minutes we sell tokens at the beginning of the night when guests are queuing for the performance. We use cash or card (via our izettle card reader).

* 2 helpers needed to sell tokens half an hour before the performance whilst 2 helpers help set up in the foyer of the dining hall. Laminated signs with prices are in the hall cupboard. Display outside the hall and dining hall.
* Layout – 2 tables with green and white check table cloths, set up jugs and cups to serve. Alcohol to the left and non-alcohol to the right with snacks in the middle. Have 2 queues – on the left we have prepaid tokens, to the right set a small table to sell tokens.PUT THE FOSWGS TALL BANNER EITHER IN HALL FOYER OR DINING FOYER (in hall cupboard)
* 3-4 helpers is enough to serve the refreshments. The bonus about pre-selling the refreshments is that you can start pouring ahead of intermission.
* In the cooler months we use the dining hall for guests to mingle, in the warmer months they tend to mingle outside the main hall.
* After Intermission its pack up time. If we use the washable cups/glasses someone needs to stay to ensure all glasses are washed and returned to the maths block (**Please note that these glasses are reusable , not disposable and can go in the dishwasher in the kitchen.** Should you want to use the dishwasher, laminated instructions are in the hall cupboard.)
* Make sure the float and card readers are returned to the organizer or finance office. Replace the rubbish bags and put bags in the bins next to the small hall & recycling in the recycling bins.

KEEP ALL RECEIPTS & PUT IN THE FLOAT BOX to Reclaim any costs from the treasurer.

DINING HALL

CORDIAL/ FIZZY DRINKS

BIN

SNACKS

SALES

EXTERNAL DOORS

WINE

BEER

BIN