**Heather Lambright** – Head of DVD Sales

*Bring:*

Painters Tape to mark off saved seats

Money Box (ask Carla or PTO Treasure)

70 copies of DVD Sales forms ($12 each)

Pens (to fill out forms)

Large Envelope to put the Sales forms

Optional – DVD Sales Poster (have kids make?)

**Anytime between 5 – 5:40PM**

Help Joy Cline make sure that the rooms are unlocked and leave candy thank you for each of the stared (\*) rooms. Rooms listed below.

AND set-up your (1) Sales Table (see map)… just find a table. Head volunteer of Ticket Collection will also be looking for tables.

**5:45PM**

Meet your people in the Choir Room -

(Direction volunteers and Ticket Collection people will also be meeting in the choir room)

**ALL** volunteers should reserve their seats at the same time – that way the high school students don’t get confused by who they should stop from coming into the auditorium.

Go through any last minute changes and answer questions.

**ALL** volunteers need to have their tickets marked by the Ticket Collection volunteers right after seats have been reserved AND they need to keep their tickets with them!

**6:20 PM** (or before)

All volunteers should be in their areas and ready to begin!

**6:50 - 6:55PM** – Take money box, forms and pens either to your seat in the auditorium or take to the orchestra room. Until after the concert.

**Right after the concert** – Meet with your after concert volunteers at the DVD sales table. You can leave the auditorium when the students are dismissed.

*Rooms*

PA 103\*

PA 106\*

Choir Room\*

Orchestra Room\*

AUX or X Theater

Glass Common Room

B151\*

B152\*

B153\*

B154\*

B155\*

B156\*

B171\*

B172\*

B173\*