

BOX OFFICE MEETING NOTES
3:30 PM THURSDAY, SEPTEMBER 9TH, 2021
FAB 2078/TEAMS

SUPERVISED BY: DG

IN ATTENDANCE: Abby Gill, RM, MM, TP, RV

NOT IN ATTENDANCE: MR, DC, TW

AGENDA/NOTES:

- a) Words about the upcoming show:
 - MASKS ARE STRONGLY ENCOURAGED FOR STAFF MEMBERS.
 - If patrons sound elderly or worried, encourage them to come early in the run; students attend late in the run, and few are wearing masks.
- b) Printer.
 - We do not have one.
 - Godspeed.
 - Instead of only printing the tickets we need from the ticket printer, we will need to print seat locators off of the HP printer upstairs.
 - We have multiple colors of perforated pages. Each show night will have its own color to minimize confusion.
 - Every seat in Sawyer Theatre will have its own seat locator and they will be placed in the Box Office for staff to pull from.
 - We will only have one copy of each seat locator for each show. Be careful with them. Try to hold tickets in the Box instead of letting customers take them early as we cannot print more.
- c) Who wants to work this Saturday shift?
 - Meredith is working this upcoming Saturday shift the 11th.
 - Rachel will work the next one on the 18th.
- d) Ugly Lies the Bone
 - We need at least 2 staff members per show to work the Rolling Box Office.
 - Abby will be there every show to process transactions in the physical Box Office.
 - Staff will show up at 6:15 PM or 1:45 PM (on Sunday) to set up the rolling box office for the show.
 - Marcus, Riley, and Taylor are not available to work any shows.

NEXT MEETING:

The next meeting will take place next Thursday, September 16th both in-person and on TEAMS!