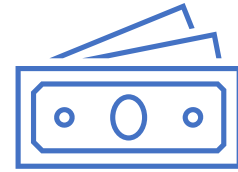




AECT Volunteer Positions Merch Table Helper



The AECT board sells AECT and show-related merch during performance intermissions (most shows have a 15-20 minute intermission). Merch is sold as a fundraiser to support AECT initiatives. There will always be a board member or other experienced volunteer to assist with set-up and tear-down and show volunteers how to use the Square app (we provide devices, no need to log in on your own). Helpers assist with sales before the show, during intermission, and after the show. You can volunteer for this position and still watch the performance. Following is some information to help you decide if being a merch table helper is a good fit for you. Thank you for volunteering!

Merch Table Helper Duties

Before Run

1. Nothing!

During Run

1. Sign up to volunteer for two or more show dates (AECT will send out a sign-up link to families involved in the current show and will also post on social media for others who might want to jump in).
2. Arrive at the scheduled time (about an hour before the show begins—the time will be clearly listed on the sign-up) to help set up the merch table (sample photos on last page). Merch is sold for half an hour before each show, during intermission, and for about ten minutes after the show.
3. Help set up the merch tables as needed prior to the show, then staff one of the two sales stations in the half hour leading up to the show.
4. **Show poster silent auction:**
 - a. Each performance features a silent auction for one signed show poster. There will be a framed poster, sign, and clipboard with a bidding sheet on the table. Bids start at \$35 and can get as high as the \$250-\$300 range depending on the show. For smaller, non-musical shows it's typically much lower.

- b. Note that bidding closes at the end of intermission. When the house doors close, draw a line under the final bid and circle the winning bid amount so there is a record of the final bid. Bidders usually check back after the show to pay if they are the winner.
5. Immediately when the house lights come up for intermission, or better yet, during the last scene (if you're watching the show), head for the lobby to be ready for sales.
6. Assist in selling items, entering orders on the Square app, taking cash or cards, making change, and so on. Each volunteer has a cash box and Square card reader. Item prices are listed on various table signage and also in the Square app.
7. At the end of the intermission, you can return to watch the show, then zip back for post-show sales.
8. Help put away merch after sales end, usually about ten minutes after the show ends and most people have cleared out.

After Run

1. Nothing! The Square app keeps track of inventory so the board knows what's running low and can place new and restock orders.

Our Thanks to You

- Merch Table Helpers will receive a voucher for one free drink and one free food item per shift worked (a shift is one show performance), which can be used that day or at any future show.
- Merch Table Helpers receive free admission to the show on the day they are working, if desired. Confirm that the captain or house manager is keeping an eye on the cash boxes and merchandise.

Supplemental Information

- There are two categories of merch for any given show:
 - a. AECT-branded merch includes backstage beanies, messenger bags, mugs, etc.
 - b. Show-specific merch includes show pins, show art ornaments, show art nightlights, and items specific to the show's theme (e.g., inflatable guitars for *School of Rock*, tiaras for *Frozen*)
- This job is best for people who are comfortable working under pressure, handling cash and credit cards, and quickly calculating correct change.

Merch FAQs

- **What time do I have to show up?**
 - Your start time will be clearly listed in Sign Up Genius and the reminder email you'll receive. (Typically we begin set-up 60 minutes before curtain.)
- **What do I have to do?**
 - Sell merch in the lobby. We will provide you with a Square tablet or phone (you don't have to provide your own device) and you punch in orders and collect cash or swipe cards.
- **What if I want to watch the show?**
 - It's fine to watch the show! In fact, you get free admission on the day you volunteer! Just make sure you sneak out a little before or right as the first act ends so you're ready for the rush at intermission, and same for the closing curtain.
- **Do I need retail experience?**
 - Nope. We make it easy by using the Square app. Just punch in the items and give them the total. There's no mental math involved! We accept card and cash, and the tablet does all the work.
- **Do you really need my help out there?**
 - Absolutely! The merch table "helps keep the lights on," and sales are a consistent source of income for AECT. All revenue goes directly back to AECT and enables us to continue letting youth have that professional theatre experience. The only way the merch table runs smoothly is with your help!



Sample Set-up Photos

Below are photos from recent shows. There's no right or wrong way to set up the table, but these show examples of how items can be displayed. The captain or house manager can help you locate items and/or provide advice about table set-up as needed.

