

**DESSERT on BROADWAY
SERVER INSTRUCTIONS - 2019**

1. Please see below the **arrival times** for each show. You are needed 90 minutes before each performance begins in Cavalier Hall, so that you can help set up, and we can instruct you on serving at DOB. Even if you have done this before and know what to do, we really need you to arrive in advance and on time. Please plan to stay a little while after the performance to clean up the tables and help reset for the next performance. Below is the day, date and reporting time for each show:

<u>DATE</u>	<u>Arrival Time</u>	
Thursday Jan. 24th	5:30 pm	(show starts at 7:00pm)
Friday Jan. 25th	5:30 pm	(show starts at 7:00pm)
Sat Matinee Jan. 26th	12:30 am	(show starts at 2:00pm)
Sat Evening Jan. 26th	5:30 pm	(show starts at 7:00pm)

2. Please wear a **nice** black shirt and black pants. Girls may wear a black skirt if it is not any shorter than 2" above the knee. Wear comfortable shoes, but no "funky" or "clunky" shoes that have thick heels, high heels or platforms. Your hair should be neatly pulled back from your face.
3. Check in with the adult supervisor in Room C144 (near CAV HALL) as soon as you arrive. There will be a sign-in sheet posted on the wall for you to initial. You will receive a name tag.
4. You will be assigned one or two tables to serve. The adult supervisors and the kitchen staff will outline your duties and procedures before the guests arrive. A copy of the instructions will be available for you to review, as well.
5. You will be serving a dessert and beverages to all of the guests at your table(s) before the performance, and then you will be seated along the back wall during the performance (you get to have a dessert too). At intermission, you will serve refills of drinks and then return to your seat along the back for the remainder of the performance. You are NOT PERMITTED in CAFETERIA "A" or "B" at ANY TIME.
6. Do not solicit or accept tips.
7. Please do not sign up for a performance unless you are certain that you will be able to serve for that performance. If an emergency arises and you are unable to attend, or if you have any other questions, please contact Mrs. Bromberg at sbromberg@hotmail.com.
8. If you have any problems DURING the event, please see one of the adult supervisors for help. Do not try to handle it on your own.

Thank you for volunteering your time. You are an important part of the show and contribute greatly to the success of the production. Your professionalism is also greatly appreciated.

REMEMBER: No matter which performance you work, you are invited to the cast party after Saturday night's performance. Permission forms for the cast party are in the chorus room and must be turned in by Friday, January 18, 2019.