

Production Procedures for Parents

Candy Concessions

Bexley Theatre Parents (BTP) has sold candy and water as a fund raiser during the theatre productions. If the show does not have an intermission, then this is not a feasible option and should not be pursued.

The timeline for candy concessions is as follows:

- At the first parent meeting – ask for parent volunteers to purchase and sell candy and water and ask one to be the coordinator.
- Two weeks before the show – determine the amount of left-over candy and water in the HS theatre box office. From this amount determine how much should be sold. You can estimate:
 - One case of water per night
 - Two to three boxes of 3 types of candy for the entire production
 - The amount of water and candy depends on the production (more for HS less for elementary and middle schools)
- Contact the BTP treasurer and tell him the number of items needed to be purchased so that an amount can be estimated and a PO written.
- At the second parent meeting – the coordinator should make sure that there are one or two people each performance to sell the candy and water (before and during intermission).
- The week of the show
 - purchase the water and candy
 - determine the number of coolers and the amount of ice needed
 - purchase the ice each night and keep the receipts
 - submit the receipts to the BTP treasurer for reimbursement
- The day of the first performance – get change for the cash box (\$10 in quarters and \$10 in singles should be sufficient).
- Each performance – sell the candy and water
 - Candy at \$.50 a package
 - Water at \$1 a bottle
- After each performance – count the money and put away all but some change for the cash box for the next evening.
- After all of the performances – count the money and give it to the BTP treasurer to deposit.