

Production Procedures for Parents

Flower Concessions

Bexley Theatre Parents (BTP) has sold flowers with a message as a fund raiser during the theatre productions.

The timeline for flower concessions is as follows:

- After Tryouts – ask the director the number of students participating (including the cast and the crew)
- At the first parent meeting – ask for parent volunteers to purchase and sell flowers and ask one to be the coordinator.
- Determine the number of flowers according to the number of students participating. Estimate 1-2 flowers per student per show.
- Contact the BTP treasurer and tell him the number of flowers needed to be purchased so that an amount can be estimated and a PO written (the usual cost has been .50 per flower).
- At the second parent meeting – the coordinator should make sure that there are one or two people each performance to sell the flowers (before and during intermission).
- Design the message paper for the flowers
- The week of the show
 - Purchase enough pipe cleaners and paper for the messages attached to the flowers
 - Print the message papers and prepare them for the flowers (put holes in them, etc.)
 - Get the PO# for Blooms from the BTP Treasurer
 - call Blooms Direct 487-5700 to order the flowers and tell them how many you will pick up each night. They are located at 1266 Gooddale Blvd.
 - When you pick up the flowers, make sure you get a receipt from Blooms to be submitted so that they can be paid.
 - Find some buckets to hold the flowers in water while they are being displayed for sale.
- The day of the first performance – get change for the cash box (\$20 in fives and \$10 in singles should be sufficient).
- Each performance – sell the flowers (in the past we have sold them for \$2 a flower – this covers the cost of the flower and supplies and allows BTP to raise some funds as well)
- 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.