

Concession protocol for MAFAC concerts and events
(For fundraising purposes)

1. Plan on being all set up before the start of intermission (intermission approximately begins 1 hour after the concert begins)
2. 1 or 2 six-foot tables will be set up in the lobby of the Schwan Theatre. Please bring own table coverings (optional), signs, a moneybag with cash to make change if you will be charging for treats, serving pieces like trays, along with your items to sell (ex: cookies or bars, water, coffee, or combos of.) Short bottles of water work best because people can finish them before heading back into the theatre (no refreshments are allowed inside the theatre.)
3. Wear plastic gloves when setting up and serving food items.
4. Average attendance at a performance is 250-300.
5. Please make a sign that displays your group's name and reason for fundraising.
6. A "free will" donation: Our experience has shown you may get more support from donations rather than charging prices (lines will go much quicker!) If this is your intention, baskets (2) should be brought along with a sign that reads: "**free will donation.**" It is your fundraiser, so you determine how you want to raise the money.
7. Remember to thank your customers with a smile!! ☺
8. Clean up concession area as you found it. The janitor will sweep the floor and remove the tables. The rest is your responsibility.
9. If you have left overs, you may want to leave some for the performers (let one of the ushers know and they will find the person hosting that event.)
10. Thank you for serving. "Good Luck!" and have fun with your fundraiser!

Name of Fundraising Group_____

Contact information_____

Date of Fundraiser_____ Location of concert_____

Signature_____

Please complete form and mail to **MAFAC, 109 N. 3rd Street, Marshall, MN 56258**

03/09/2018